



SFI Knowledge Catalyst Connect with Finance Students

Event Master at Elliott Capital

The SFI Knowledge Catalyst provides you with the opportunity to join Elliott Capital, a boutique advisory firm offering services in open innovation, ecosystem building, and FinTech+, and set to become a leader in the Swiss FinTech ecosystem.

About the role:

We are looking for you, an Event Master, who can lead the development and execution of a monthly cycle of events, conferences, and workshops. You will handle all necessary preparation, communication, and implementation to ensure each event is a success.

Our base of operations is Impact Hub in Zurich and the role will involve regular travel. It offers an exceptional individual the chance to dive into the world of FinTech, to learn about the top themes shaping digitization and innovation in the financial industry, to broaden their network, and to get exposure to dynamic companies and leaders.

Please note, depending on the candidate profile, this role could be either an internship or 3-month professional contract.

Detail:

The target start date is September 1st, 2017 and the contract is for 3 months, with a flexible time commitment ranging from 50% to 100%. There is also the potential for this to continue as an ongoing role.

Responsibilities:

You will take ownership for all event management related activities, such as:

- Venue research and being onsite during the events
- Setting, communicating and maintaining timelines and priorities on every event

All open positions can be found at www.sfi.ch/catalyst → current opportunities.

- Delivering events on time, within budget, that meet (and hopefully exceed) expectations
- Managing operational and administrative functions to ensure events are delivered efficiently
- Sourcing and/or producing event materials
- Handling the invitation process
- Managing external partners and stakeholders
- Managing speaker logistics
- Reporting, forecasting and budgeting
- Marketing of events in collaboration with relevant team members
- Bringing innovative ideas into existing and new event platforms

Skills and attributes:

- Experience with event management
- Proactive and fast learner
- Comfortable in a dynamic and fast-paced environment with competing priorities
- Ability to manage multiple projects simultaneously, well-organised and able to multitask
- Delivering on time and up to expectations
- Solution oriented, open minded individual
- Excellent team player
- Knowledge of marketing production tasks is an asset
- Creative and innovative in your way of thinking
- Passion for financial services, the technology sector, innovation, and startups

Qualifications/competencies:

- Eligible to work in Switzerland
- English is required, German and French skills are an advantage
- Pursuing or completed studies in business administration, event management, or hospitality
- Proficient in Microsoft Office (Word, Excel, PPT) and experience of Google docs preferred
- Experience with Mailchimp, Twitter, Buffer, etc.

About us

[Elliott Capital](#) was created in 2016 after foundational work by [John Hucker, CFA](#) to introduce FinTech, open innovation, ecosystem development, and platform business models to the Swiss financial centre, both in private and public roles.

Our focus at Elliott Capital is linking technology with financial services and converging themes. We help our clients understand, adapt, and embrace change, so that they can transition from current strengths into future opportunities. We work together to understand client needs and develop actionable solutions with tangible results. Our knowledge, network, and ambition are key assets in delivering competitive advantages to our clients.

Interested?

Please send your motivation letter, CV, and university grades (all in one PDF) to Ms Désirée Spörndli at ds@sfi.ch.

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