

Events Specialist - PLT

Descrição da função

HOW YOU WILL MAKE AN IMPACT

Responsible for all aspects of planning and executing the Continental Tire PLT Sales and Marketing events. Including ride and drives, product launches, internal conferences, and various customer facing events. Coordinates all event logistics, including pre-event meetings with key event stakeholders to agree on event strategy, event timeline creation, registration build and management through Cvent, vendor and venue management including negotiation and procurement/selection, budget forecasting and post-event evaluations to ensure continued success of events. Responsible for all aspects of on-site event management including run-of-show creation and implementation.

- Works with various company leaders and event team to execute PLT Sales and Marketing events. Including proposing and implementing complex logistical plans to ensure successful pre-event and on-site event execution resulting in a positive attendee experience.
- Creates and manages detailed event timelines, including registration website launch, email correspondence, and registration website close dates to meet vendor and other key deadlines.
- Works with current registration tool CVENT to oversee the set-up of registration websites and mobile applications for customer facing and internal events. Research, suggest, and implement additional suitable tools for attendee management.
- Works within corporate guidelines on procurement and negotiation of necessary event vendors and venues through Continental Tires current systems. Including working with legal, tax, insurance, procurement, credit card, and accounts payable teams.
- Provides high level, internal and external customer and event attendee, communication, and customer service.
- Build event budgets to manage overall expenses through the planning process and event execution. Including forecasting costs pre-event and reconciling event bills at the conclusion of each event.
- Procure creative gifting and necessary event promotional materials and giveaways.
- Ability to work flexible hours on-site at events within a team environment.

SG 10

Requisitos



Identificação da vaga
REF91217C

Área funcional
Marketing and Sales

Local
Fort Mill

Nível de liderança
Leading Self

Modalidade de trabalho
Hybrid Job

Pessoa jurídica
Continental Tire the Americas, LLC

WHAT YOU BRING TO THE ROLE

- Bachelors Degree in related field
- 2+ years of professional related event experience
- Skill in negotiating and contracting with vendors including (but not limited to) hotels, audio visual partners and transportation companies
- Experience with food and beverage and audio-visual management at venues
- Expertise in Cvent or related event registration and mobile application building and management
- Ability to juggle multiple tasks, work in a fast paced environment and manage multiple events at once
- Ability to travel 40 - 50% of time including on-site at events and site-visits
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening
- Must sit in our HQs in the Fort Mill, SC area, can offer a relocation package if needed

ADDITIONAL WAYS TO STAND OUT

- Ideal candidate is detail oriented and has traveled to, operated, and problem-solved at a variety of events including external and internal meetings and conferences.
- 5+ years of professional event related experience

O que oferecemos

All your information will be kept confidential according to EEO guidelines.

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender

identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

Quem somos

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.