

JOB OFFER/ INTERNSHIP/ 3 MONTHS

CUSTOMER SUCCESS OFFICER AT PARIS BLOCKCHAIN WEEK

Paris, January 30, 2023

About Chain Of Events

Chain Of Events is the Paris-based start-up company founded to organize Paris Blockchain Week Summit (10,000 attendees, 300 sponsors, 450 speakers, 400 journalists and media). We work to consolidate and expand the global leadership of our events, transforming them into the go-to BtoB platform for Blockchain and Web3 top-tier professionals.

About the position

Under the direction of the Head of Customer Success, you will be helping to maintain a good relationship and satisfaction with the existing clients as well as implementing a strategy to build customer loyalty.

Your missions and activities will be:

- Help to provide the best experience possible for our attendees and sponsors
- Help in managing the key stages of each partner's journey
- Serve as the point of contact for our partners and customers.
- Collaborate with all the Chain of Events team members
- Elaborate the communication supports for the CS team (brochures, invitations, etc.)
- Database management
- Budgeting and invoicing
- Manage the event on-site and helping fixing onsite problems between sponsors and suppliers

Required Skills

- Knowledge of the Business Events industry
- Ability to work in a fast-paced environment
- Organization, attention to detail, excellent written and oral communication skills
- Fluency in English is essential.
- Particular interest for blockchain and digital assets
- Excellent stress and contingency management skills

Expected training and experience

Bac + 4 > +5 (Project management, Event coordinator)
apprenticeship starting asap

Position to be filled ASAP – please send your cv and cover letter to

adeline@chainof.events