Bitcoin Suisse

Bitcoin Suisse stands for premium crypto financial services for institutional clients, crypto foundations, family offices, asset managers, and high-net-worth individuals. Established in Zug in 2013 by crypto-native experts, Bitcoin Suisse today unites more than 200 professionals across Switzerland, the European Economic Area, the United Arab Emirates and Bermuda.

Global Event Manager (Travel Involved)

As Global Event Manager, you will be responsible for the end-to-end management of our global event portfolio, covering both proprietary Bitcoin Suisse events and our participation in external industry events, conferences and strategic partner events.You will oversee the entire event lifecycle, from strategic planning, budgeting and negotiations to operational execution, on-site management and post-event evaluation. Our event activities range from exclusive private dinners, client roundtables and networking receptions to major international conferences, industry exhibitions, sponsorships and strategic partnerships. We are looking for someone who combines excellent organisational skills with commercial thinking, strong negotiation capabilities and a hands-on approach. You will be the central point of contact for all event-related activities globally, ensuring professional execution, consistent quality and measurable business impact.

You will have the following responsibilities

- Global Event Planning & Management

Own and coordinate the global event calendar across all relevant markets and business units.

Manage the complete lifecycle of proprietary Bitcoin Suisse events, from initial concept to final execution and follow-up.

Plan and execute exclusive client dinners, private roundtables, networking events, roadshows, product launches and other client engagement formats.

Identify and secure suitable venues, hotels, restaurants and event locations globally.

Coordinate all logistical requirements, including catering, audiovisual equipment, branding, transportation and event production.

Manage event budgets, timelines, suppliers and operational execution.

Ensure exceptional event quality and a premium guest experience.

- External Conferences, Sponsorships & Industry Events

Coordinate Bitcoin Suisse's participation in international conferences, exhibitions, summits and industry events.

Research and evaluate relevant external event opportunities based on strategic relevance, target audience, commercial potential and cost.

Act as the primary contact for conference organisers and external event partners.

Lead commercial negotiations for sponsorship packages, exhibition spaces, speaking opportunities, partnership agreements and participation fees.

Evaluate sponsorship proposals and negotiate optimal commercial terms and visibility for Bitcoin Suisse.

Coordinate speaker applications, panel participation, executive attendance and conference agendas.

Manage conference-related logistics, including registrations, travel coordination, accommodation, meeting arrangements, exhibition booths and marketing materials.

Ensure that participation in external events is professionally prepared, efficiently executed and commercially justified.

Coordinate pre-event outreach and post-event follow-up activities with Sales and Marketing.

- Stakeholder & Partner Management

Serve as the central contact for event-related matters across the Bitcoin Suisse Group.

Work closely with global Marketing, Sales, Relationship Management, Research and senior leadership.

Coordinate external event agencies, conference organisers, venues and service providers.

Manage event-related partnerships and maintain strong relationships with key suppliers.

Ensure effective communication, clear responsibilities and seamless coordination between all stakeholders.

Support senior executives with event preparation, speaking engagements and high-profile client events.

- Guest Experience & Event Communications

Oversee invitation processes, registration management, guest lists and attendee communications.

Collaborate with Sales teams to ensure events attract the right audiences and strategic prospects.

Coordinate personalised invitations, reminders, confirmations and follow-up communications.

Ensure consistent brand representation and a premium experience across all event formats.

Support the development of event-related marketing materials, presentations and promotional activities.

- Budget Management, Performance & Reporting

Develop and manage event budgets across the global event portfolio.

Negotiate with suppliers, conference organisers and partners to optimise costs and maximise value.

Track event expenditure, contractual commitments and budget performance.

Evaluate the effectiveness of proprietary events, conferences and sponsorships.

Work with Sales to measure relevant outcomes, including qualified leads, client meetings, new business opportunities and relationship development.

Prepare event performance reports and recommendations for future activities.

Continuously improve event processes, supplier management and operational efficiency.

What you bring along

- 3–5+ years of professional experience in event management, conference management, corporate events or event marketing.
- Proven track record of independently planning and executing events from start to finish.
- Experience coordinating participation in external conferences, exhibitions and sponsorship activities.
- Strong commercial negotiation skills, particularly when dealing with venues, suppliers, conference organisers and sponsorship partners.
- Excellent organisational, project management and multitasking capabilities.
- Strong attention to detail and a commitment to delivering high-quality experiences.
- Commercial mindset with an understanding of how events contribute to brand positioning, relationship building and business development.
- Confidence working with senior executives, external partners and high-profile clients.
- Proactive, independent and solution-oriented working style.
- Ability to manage multiple projects across different countries and time zones.
- Excellent written and verbal communication skills.
- Fluency in English is essential; German and other languages are an advantage.
- Willingness to travel internationally and support events outside regular working hours.

- Experience in financial services, digital assets, luxury, professional services or premium B2B events is considered an advantage.

What we offer

- **Expertise:** Work with crypto-native experts in a highly regulated and fast-evolving industry
- **Culture:** A positive and supportive team culture built on shared goals, ambition and values
- **Activities:** Regular team events and activities
- **Ownership:** A high level of autonomy, visibility and responsibility
- **Fitness:** Multisport Card
- **Location:** Office in Bratislava's new downtown at Jurkovi□ova tepláre□
- **Home Office:** Flexible hybrid working arrangements
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 20 days a year to combine work and travel

Apply now