

Conference Manager - Belgrade Energy Forum

About the job

The [Belgrade Energy Forum](#), organised by the [Balkan Green Energy News](#) portal, is a premier annual event dedicated to shaping the future of energy in Southeast Europe. This unique B2B, B2G, and G2G event brings together policymakers, industry leaders, investors, financial institutions, and technical and consulting experts to discuss critical issues, including the regional energy transition, infrastructure development, decarbonization pathways, and cross-border cooperation. As we continue to expand our impact, we are seeking a dynamic, experienced **Conference Manager** to help deliver our flagship event.

Role Overview

The Conference Manager will work closely with the Conference Director and other team members to support the forum's planning and delivery. The role will oversee key operational aspects of the event and coordinate with stakeholders and colleagues to ensure a smooth, high-quality experience for speakers, partners, and attendees.

Key Responsibilities

- **Event Planning and Coordination:** Support the development and execution of the event plan, including timelines, budget tracking, and key milestones.
- **Stakeholder Management:** Coordinate with speakers, sponsors, exhibitors, and government representatives, helping ensure their needs are met before and during the event.
- **Content and Programme Support:** Work closely with the Conference Director and relevant team members on programme-related coordination, including communication with speakers and support for programme delivery.
- **Logistics and Operations:** Oversee operational aspects of the event, including vendor coordination, venue arrangements, audiovisual and branding arrangements, registration systems, and on-site logistics.
- **Marketing and Promotion:** Coordinate with the marketing team to support attendee acquisition, promotional materials, and the forum's visibility across digital and professional channels.
- **Quality Assurance:** Help ensure a premium attendee experience, troubleshoot issues in real time, and contribute to post-event evaluation and continuous improvement.

Requirements

- Proven experience managing professional international conferences or large-scale corporate events.
- Strong project management skills, with the ability to handle multiple priorities and meet tight deadlines in a fast-paced environment.
- Excellent communication and coordination skills, with professional fluency in English.
- A proactive, solutions-oriented mindset and meticulous attention to detail.
- Ability to work collaboratively with the Conference Director, colleagues, and external stakeholders.

Preferred Qualifications

- **Energy Sector Expertise:** Understanding of the energy industry, including policy, technology, and market dynamics.
- **Regional Knowledge:** Experience or knowledge of the energy landscape in Southeast Europe (SEE) is a significant asset.
- A track record of contributing to successful industry events that drive engagement and value.

How to Apply

Please submit your CV and a brief cover letter outlining your relevant experience, particularly your conference management background and any experience related to the energy sector, to jobs@balkangreenenergynews.com.