



Badenerstrasse 109
8004 Zürich, Schweiz

+ 41 44 688 04 02
info@livelab.com

Live Lab AG is a live communications agency located in the vibrant Kreis 4 district in the heart of Zurich. We are driven by LIVE. Encounters fascinate us, because the magic of people lies in their interactions. Creating such encounters and turning them into unforgettable experiences is our passion and curiosity. From strategy to creation to implementation, we work collaboratively with our clients to produce real and virtual events, as well as cross-media communication.

WE ARE LOOKING FOR

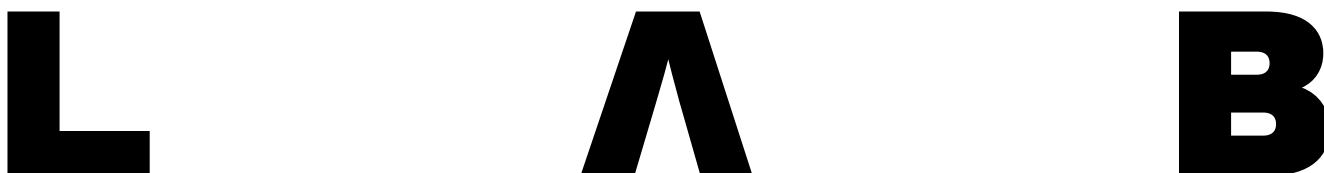
To strengthen our team, we are looking for a committed and qualified individual to start on 1 March 2026.

JUNIOR PROJECT MANAGER IN THE LIVE & DIGITAL EXPERIENCES DEPARTMENT 100%

YOUR TASKS

As a junior project manager, you will be responsible for the following tasks at two locations (Zurich and Rotkreuz):

- Organisation and implementation of various internal and external events
- Development of event concepts, including agenda creation
- Cost planning and budget control for all events
- Coordination with internal resources (e.g. sales, consulting, management)
- Creation of invitations and promotion via Mailchimp, LinkedIn and email
- Design and implementation of event invitations
- Organisation and provision of marketing materials (banners, giveaways, presentations)
- Preparation of premises, including technology, branding and materials
- Follow-up work after events: sending presentations and marketing documents
- Evaluation, feedback collection and internal documentation
- Willingness to travel



YOUR PROFILE

- Training or studies in event management, marketing, communication or similar
- Strong organisational skills and a high degree of independence
- Strong communication skills and confident manner
- Knowledge of design tools such as Photoshop or Canva is desirable
- Proficiency in tools such as Mailchimp, LinkedIn, MS Office (especially PowerPoint)
- Very good German skills, good English skills
- IT affinity

WHAT WE OFFER

- An exciting environment with a lot of responsibility and great creative freedom
- An interesting customer portfolio with a wide variety of projects
- A Half-Fare travelcard, paid for by us
- Your mobile phone bill is paid by us (in line with your workload)
- Various employee benefits
- Once a month, we'll treat you to after-work cocktails
- Workplace in the heart of Zurich (a few minutes' walk from Wiedikon station) & in Rotkreuz

INTERESTED?

Then we look forward to receiving your detailed application by email to: [*jobs@livelab.com*](mailto:jobs@livelab.com)