



RINGANA wants to grow at its site in Mexico City and is looking for motivated employees to help continue its success story

We produce fresh cosmetics and supplements from natural ingredients, attach great importance to the use of highly effective, antioxidant-active ingredients from nature, thus avoiding synthetic preservatives and all additives. We started out in a small laboratory, but now we are present in many countries and have around 500 employees

Travel & Event Experience Coordinator (m/f/d)

Mexico City
Full-time employee

ring(tasks)

- Plan, coordinate and support national live events with up to 500 PAX and incentive groups with up to 100 PAX
- Handling of participant management incl. travel arrangements national and international
- Second level support for our event participants
- Liaise with our Austrian team for seamless collaboration and alignment
- Manage event logistics, suppliers and timelines with precision
- Ensure high-quality participant experiences from start to finish

ring(skills)

- Completed university degree or vocational training in tourism, business administration, or a related field
- At least 2 years of professional experience in the event & travel industry
- Confident use of digital tools such as Asana, MS Teams, event management software, etc
- Strong customer orientation, reliability and ability to work independently
- Precise, goal-oriented, and independent work style with a strong hands-on mentality and sense of responsibility
- Excellent Spanish (C2) and English skills (C1), both written and spoken; knowledge of other foreign languages is an advantage

ring(benefits)

- Attractive and innovative workplace
- Meal allowances at our location and free coffee
- Flexible working hours
- Home office options

Apply now!

We are looking forward to your application and kindly ask you to submit your documents in English

Where FRESHNESS starts



