



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 700 employees

You love planning and creating true highlights? You have a sense for trends, destinations & locations with that special something, a drive for innovation – and want to inspire people with your passion for travel and events? Then you're exactly who we're looking for at SoFresh Touristik

SoFresh Touristik is the exclusive in-house event & travel agency for RINGANA. Together, we design corporate events, incentive trips and training sessions for RINGANA Partners around the world – experiences that leave a lasting impression. A special focus of this position is on our markets across Americas

Travel & Event Experience Executive

Mexico City, Mexico
Full-time employee

ring(tasks)

- Leading the planning and coordination of national & international live events with up to 500 pax — including business meetings & incentive groups 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 3 years of professional experience in the event & travel industry
- Elevated project management skills with experience in project leads
- Confident use of digital tools such as Asana, MS Teams, Event management software, etc
- Strong communication and efficient negotiation skills; proven effectiveness in achieving defined goals
- Excellent 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
- Willingness to travel is expected for various event & business trips
- Valid Passport and USA Visa required

ring(benefits)

- Attractive and innovative workplace in Polanco
- 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

