

WE'RE LOOKING FOR A

PROJECT AND EVENT COORDINATOR

Position type:

Part-time, 30 hrs
(with option to grow into a
Full-time position)

Location:

Horsens
In Office

Start date:

We are looking to hire as soon
as possible and will conduct
interviews on a rolling basis.

Reports to:

Manager, Projects
and Events

Job Summary:

We are seeking a highly organized and proactive Project and Event Coordinator to assist our team in planning and executing global projects and events for our clients. This role requires a detail-oriented individual with strong communication skills and the ability to multitask in a fast-paced environment.

The Project and Event Coordinator will also be responsible for supporting all aspects of events, ensuring smooth execution in the planning process and on-site, and maintaining high-quality in all project deliveries.

Key Responsibilities:

- Assist in planning, organizing, and executing global projects and events.
- Coordinate logistics such as venue coordination, catering, and communication with external suppliers.
- Help communicate and manage project and event timelines, administrative tasks, including contracts and invoicing.
- Support the team with project and event communication at various levels.
- Support internal post-project evaluations, reporting, and documentation for future improvements.
- Provide on-site event support, troubleshooting issues as they arise.

Required Skills & Qualifications:

- Proven experience in event planning, coordination, or project management.
- Strong organizational and time management skills with a keen eye for detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office and digital tools (Zoom, social media, etc.).
- Problem-solving mindset with the ability to stay calm under pressure.
- Availability to travel and work flexible hours.



Preferred Qualifications:

- Experience in project and event management, hospitality, marketing, communications, or a related field is a plus, especially with knowledge of the healthcare and/or non-profit sector.
- Familiarity with international events and cultural sensitivities.
- Proficient English user.

What We Offer:

- A dynamic and supportive work environment.
- Opportunities for professional growth and development.
- Hands-on experience in organizing impactful global projects and events.
- A salary and benefits package that reflects experience and qualifications.

If you are passionate about projects and events and thrive in a fast-paced, mission-driven organization, we would love to hear from you!

About adcobo:

adcobo is your dedicated and passionate partner, trusted by organizations worldwide for delivering exceptional digital solutions, creative design, robust advocacy support, and seamless event management. With over 15 years of expertise, we specialize in creating impactful websites and web shops, innovative apps, and compelling visual designs that capture attention and drive results.

From global gatherings to community-focused initiatives, our tailored solutions empower organizations to connect with their audiences, amplify their messages, and leave a lasting impression on a global scale. At adcobo, we don't just deliver solutions— we help you turn your vision into reality.

How to Apply:

Please submit your resume and a cover letter detailing your experience and why you are the right fit for this role to Manager, Projects and Events, [Nevena Tsutsumanova \(nts@adcobo.com\)](mailto:Nevena.Tsutsumanova@adcobo.com).