

# Event Manager

## Apply for the position

[Check out the challenge >>>](#)

## Description of you

We're looking for an enthusiastic Event Manager who not only understands how to create exceptional events but knows why they're important for an organization. If you want to energize and inspire the Railsware team with the activities you'll create, bring your passion and energy on board!

Imagine what we can accomplish together, join the team!

*\*We look for a candidate who is located in Kyiv only (or wants to relocate to Kyiv)*

## Your responsibilities

- Defining and supporting People Engagement strategy, setting goals
- Researching ideas and the latest trends for engagement activities
- Organizing and running different types of events: global team gatherings abroad, on-site events, remote engagement activities, etc.
- Managing service suppliers and vendors
- Calculating & managing events budget
- Arranging and booking travel, accommodation, and venues
- Developing and distributing the company's swag (merchandise)
- Defining engagement metrics and tracking them

## Your skills

- Work experience in creating different types of events and activities (big company events, conferences, remote activities, etc. )
- Fluent English (both written and spoken)
- Positive attitude and high level of energy
- High attention to details



- Good understanding of numbers and calculations
- Data-driven approach (you rely on data and facts, rather than emotions or assumptions)
- Ability to make decisions independently based on a mix of data, insights, experience, and judgment – especially, in unexpected situations
- People-oriented mindset
- Excellent project management skills
- Ability to remain calm and in control in any situation, especially when under pressure

## Would be a plus

- Understanding of legal and financial processes (how contracts between legal entities work, what details do we need to complete a SWIFT transaction, etc.)
- Understanding of contracts, addendums, operational papers
- Proficiency in Google Sheets

## Useful materials

- [T-shape concept we use](#)
- [Railsware Summer Summit](#)
- [The culture of constant development](#)
- [How we've built an efficient remote work environment](#)
- [Benefits we offer](#)

## About the company

Railsware is a [product studio](#). Since 2007, we have shaped our own “know-how” in product creation. Among others, we have helped Calendly and BrightBytes turn from small startups into close-to-billion-dollar companies.

Railsware products are the next step in company evolution. We have applied the best product development practices to creating our own solutions. Today, [Mailtrap](#), [Coupler.io](#) and [Smart Checklist for Jira](#) have over 800K users and generate over \$1.7M of annual recurring revenue.

People feel great here. On average, a Railswarian stays in the company for about 5 years. We support our team with outstanding benefits and remote working culture.

We look for people with high potential ready to evolve in multiple directions. The right hires shape a team of A-players to learn from each other and evolve together.

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## Railswarian's Bonuses & Benefits

### Flexibility

- Choose your flexible working schedule that suits your local time
- You can work in the office or [remotely from any location](#)
- 70% of Railswarians work fully remotely from 10+ countries
  - We have a set of battle-tested approaches for remote work and collaboration
  - We allocate a separate budget to help you set up a home office (buy furniture, pay for the internet, etc.) or to rent a coworking in your city
- You can visit [two comfortable offices](#) in Kyiv, Ukraine, and Krakow, Poland:
  - Both are equipped with modern ergonomic chairs and standing desks
  - You can always find fresh food and drinks in our kitchen
- If there is a need, we provide support with relocation to Poland

### Work Culture

- Craft and quality are core principles for us. Top-notch product management approaches help us create [outstanding products](#) and provide great services both to our customers and to Railswarians
- The [culture of constant development](#) that suits each Railswarian:
  - A world-class team of [T-shaped](#) skilled professionals that share knowledge with each other
  - Our team will support your constant growth via regular performance reviews, helping you shape an individual development plan, and conducting one-on-ones to exchange feedback
  - To stay competitive, we need to constantly learn new things. Railsware covers education expenses and provides you with an opportunity to visit professional conferences
  - You can contribute to the company-level responsibilities that you are passionate about, and grow beyond your role. You are the key driver of your personal growth and can evolve in a community of professionals

### Compensation

- Railsware offers a competitive remuneration in USD
- Your yearly bonus and compensation depends on your contribution to company growth, personal development, productivity, and team's feedback
- As an additional financial help, we provide microcredits



## Hardware

- While working at Railsware, you accumulate budget for hardware and software
- Railsware provides you with a workstation consisting of a MacBook or a PC, a top-quality monitor, as well as additional accessories such as a trackpad, mouse, headset, etc.
- Thanks to our hardware policy, you are able to work with the best equipment and regularly update it

## Perks

- You have 34 paid time off days per year. There are 24 standard days and, as our team is distributed around multiple countries, you get 10 working days on top to cover public holidays (you choose when you want to take your PTO)
- We cover sick leave, but we hope you won't need it;
- Health policy budget will cover your private sports and healthcare expenses

## Learn more about Railsware

- [Website](#)
- [Railsware Blog](#)
- [Clients about Railsware](#)
- [Railsware Academy on YouTube](#)