WE'RE HIRING

EVENTS COORDINATOR

Employment Opportunity at CUBECOM

Employment Type: Full-time

Location: Stellenbosch, Western Cape

Date: 20 October 2026

JOIN A FAST-GROWING COMPANY IN THE SPACE INDUSTRY

CUBECOM designs, develops, and manufactures advanced RF communication systems for satellite applications. We specialise in high data rate communication solutions, delivering end-to-end capabilities across a range of products, including antennas, transmitters and ground support equipment.

As we enter an exciting scale-up phase, we are seeking an Events Coordinator to play a key role in the development of space-qualified hardware.

ROLE OVERVIEW

As we grow our presence in the global space technology sector, we're seeking a detail-oriented and proactive Event Coordinator to join our team and help us deliver exceptional event experiences. The Events Coordinator will be responsible for managing the logistical and administrative operations of all events CUBECOM participates in or hosts. This includes trade shows, exhibitions, industry collaborations, internal events, and hosted client functions. The ideal candidate will have strong administrative and light bookkeeping skills, excellent project coordination capabilities, and a flair for managing timelines and budgets—especially using tools like Excel and Google Sheets.

KEY RESPONSIBILITIES

Event Logistics & Coordination

- Oversee logistical planning and execution for all trade show events, exhibitions, and CUBECOM-hosted functions.
- Secure attendance registrations, exhibition spaces, and booth placements at key industry events.
- Coordinate vendor relations, travel bookings, venue arrangements, catering, and accommodation for team members.
- Liaise with internal teams to ensure all deliverables (branding, merchandise, booth design, content) are completed on time and meet specification.

Cross-Functional Collaboration

- Work closely with the Marketing & Branding team on booth design, branded materials, press releases, and content creation.
- Support Sales, Engineering, and Business Development with Visa applications and international travel preparations.

- Communicate effectively with Accounts, Senior Management, and department leads to ensure budget compliance and approvals.

Administrative & Financial Support

- Maintain and update the travel and events expenses spreadsheet.
- Track and submit local and international invoices, quotes, and purchase orders.
- Liaise with the finance team regarding wire transfers, reimbursements, and online purchases.
- Ensure all costs are tracked and aligned with approved event budgets.

On-Site Event Support (as needed)

- Coordinate setup, catering, décor, and staffing for in-house events (e.g., team building, partner collaborations, customer hosting).
- Serve as point-of-contact during events to troubleshoot and ensure smooth execution.

MINIMUM REQUIREMENTS

- Tertiary qualification in Business Administration, Events Management, Tourism, Project Management, or field that allows for good interpersonal skills and project management skills like Teaching or Psychology.
- Proven experience in event coordination, office administration, or project management.
- 2–4 years of relevant experience in administrative, event coordination or project management roles.
- South African citizenship or valid work permit.

PREFERRED EXPERIENCE

- At least a year's experience with basic book keeping and forecasting.
- Experience in leading or heading up projects.
- Working with suppliers, and travel agents.
- Working understanding of events managing and costing.
- Experience with travel logistics: booking accommodation, hiring cars and booking flights.
- Experience with visa applications.
- Experience working with multiple teams and concurrent tasks.

TECHNICAL SKILLS

- High proficiency in Excel and Google Sheets (budgeting, timelines, task trackers).
- Basic understanding of bookkeeping and financial documentation processes.
- Ability to source key information quickly is essential.
- Ability to work independently while managing multiple deadlines and stakeholders.
- Ability to chase and manage vendors and suppliers are essential.

PERSONAL ATTRIBUTES

- Excellent communication and interpersonal skills, as well as professional telephone and email etiquette
- Flexibility and adaptability as plans need to be changed from time to time.

- Strong organizational and multitasking abilities with keen attention to detail.

WHAT WE OFFER

- A collaborative, mission-driven work environment.
- Opportunities to travel to exciting industry events globally.
- Career development in a cutting-edge, fast-growing space tech company
- Growth opportunities within a scaling company
- Competitive, market-related salary
- 25 days annual leave
- Daily lunch provided

HOW TO APPLY

Application Requirements: Please send cover letter and comprehensive CV including relevant academic results.
Email: careers@cubecom.space

ADDENDUM TO JOB SPECIFICATION

IN RESPECT OF EMPLOYMENT AGENCIES

Should the same applicant be recommended by more than one agency, the agreement with the agency which first sent through his/her CV will be honoured. The above statement will only apply if we have advertised a position and requested (in writing) an agency to submit CVs. Only candidates who have been interviewed and referenced by the agent for this specific vacancy will be considered by CUBECOM, i.e., submission of a CV only, in response to an advert, is not considered sufficient.

FOR APPLICATIONS NOT APPLYING THROUGH AND EMPLOYMENT AGENCY

Please advise where/how/from whom you learnt of the vacancy. If you do not receive a response within 3 weeks, please accept that your application has been unsuccessful. Regrettably, correspondence will only be with those being interviewed.

ABOUT US

CUBECOM's roots lie in Etse Electronics that was founded in 1997. In 2016, we joined the Alphawave Group which shifted our focus towards design and support of RF Communication Products for Space Satellites. Our company is in Techno Park, an important engineering hub in Cape Town, nestled in the heart of the Stellenbosch Winelands region and only 20 minutes' drive from the closest beach.