

The EGG Brussels & Event Lounge are looking for a Junior Field & Project Coordinator

You have a higher degree in Hotel Management, Communication/ Marketing or Tourism and wish to start your career in the very attractive world of Events?

We propose a fun and polyvalent position in 2 inspiring venues in Brussels, offering an "ALL IN ONE" service to all corporate and private clients: rooms equipped with high- quality technical set-ups, ultra-modern facilities and more. Both venues host conferences, meetings, exhibitions, product launches, staff parties, ...

As Field & Project Coordinator, you will be in charge of:

- Relationships with the clients from A to Z (offer, reservation, event, follow up)
- Relationships with suppliers/ partners
- Development of business opportunities to promote events at both venues
- Follow up of the Marketing & Communication Strategy
- Reporting towards the management
- Day-to-day administration and organization
- Field permanence during meeting & events
- Housekeeper of the venues

Skills

- Higher Degree and/or professional experience
- Marketing & Communication Knowledge
- Dynamic, motivated, pro-active
- Responsible, client minded and solution oriented
- Enthusiastic
- Stress resistant
- Flexible (no 9 to 5 mentality!) (Willing to work on weekend and evenings)
- Autonomous and good team player
- Trilingual (NL/FR/EN)
- Excellent knowledge of Microsoft (PPT, Excel, Word, Google Analytics, etc...)
- Driver's license type B

We offer

- Attractive salary & extralegal benefits
- Working in a boosting business environment
- Working with a young and dynamic team
- Professional experience in a very attractive sector
- Prestigious clients
- Career opportunities in venue management
- Polyvalent function
- Ready to take off in September 2017

Contact

If interested, please send your CV and motivation letter to Gilles Poot Baudier:

@ : gilles@eggbrussels.eu

] : +32 474 61 61 10