

Brand New Leadership Centre in Brussels  
Opening up soon  
Currently looking for a motivated colleague

## A Business-Savvy Event Organiser

### WHAT WILL YOU BE DOING?

- In charge of running a new prestigious Leadership Centre in Brussels:
  - Develop and implement a strategy for renting out the venue, and accompany potential clients from A-Z (organise visits of venue, prepare budget offers & contracts, liaison with subcontractors if and when relevant, problem-solving, coordination on site,...)
  - Overall conception, planning and A-Z organising events around leadership and responsible citizenship in the 21<sup>st</sup> Century
  - Full Logistics preparation of other in-house events
- Working intelligently with data to make effective and targeted use of our networks & stakeholders.
- Handling all organisational/technical/logistics aspects of events and ensuring deadlines and budgets are adhered to; finding solutions for any unforeseen circumstances

### WHAT SKILLS AND QUALIFICATIONS DO YOU NEED TO HAVE?

- Excellent English, French and Dutch– other languages are an asset
- Eligibility to work in Belgium
- A highly-motivated personality with a great sense of humour – well-organised and able to meet deadlines while maintaining attention to detail
- Experience in and a passion for event organisation and/or venue management

### WHAT DO WE OFFER?

- Become a full team member in our varied and youthful multi-cultural environment with excellent atmosphere despite fast-moving pace
- Self-starter environment with minimum supervision and maximum flexibility
- Above average number of holidays, a competitive salary in line with your experience, with possible extralegal benefits and a bonus system

### HOW DO YOU APPLY?

The position is to start as soon as possible.

To apply, please send:

- your CV
- a motivation letter of no more than one page, including an initial 3 lines summarising why you should become our new colleague

to [secgen@townhalleurope.eu](mailto:secgen@townhalleurope.eu), indicating the position and your surname in the subject line.

The closing date for applications is Monday 14<sup>th</sup> January 2019.

**Please note that due to the high volume of applications, only successful candidates will be contacted.**