



open position

Conference and Event Executive Assistant full time.

Your main responsibilities

- Assistant to the management and project managers.
- Encoding and monitoring of the administrative management of events.
- Ensuring excellent customer service and quality delivery.
- Managing supplier relationships.
- Travelling to on site inspections and project managing events.
- Invoicing control.

Your Qualifications

- Fluency in French and English. Good knowledge in Dutch is an asset.
- Strong computer skills and knowledge of office technology/equipment, including proficiency in MS Office.
- Excellent organizational and administrative skills, with the ability to prioritize multiple tasks.
- Ability to multi-task and function effectively in a fast-paced environment.
- Effective listening and proactive problem solving skills.
- Excellent oral and written communication skills.

What we can offer you

- Salary is commensurate with experience.
- A great work environment
- Ticket Restaurant®
- Health insurance
- Professional development

Working place : Conceptum Conferences & Events - Brusselsesteenweg 539 - 3090 Overijse

Interested ? Should you wish to work for us and join a great team, please send your CV and a motivation letter to the following e-mail address: jweisenburger@conceptum.eu