

SQUARE-BRUSSELS CONVENTION CENTRE is looking for:

PROJECTMANAGER

Company

SQUARE-BRUSSELS CONVENTION CENTRE is a part of the international group GL events which is a world-class provider of integrated solutions and services for events operating across the three main market segments:

- Congresses, conferences and conventions;
- Cultural, sports and political events;
- Trade fairs and exhibitions for professionals and the general public.

Ideally located in the historic and cultural heart of Brussels, SQUARE-BRUSSELS CONVENTION CENTRE is known as the European Premium Venue. Reopened in September 2009 after a top-to-bottom refurbishment, SQUARE now offers 13,000 sqm of meeting space and can easily host all kinds of events, with its biggest auditorium seating up to 2,200 people. SQUARE also boasts 27 meeting rooms of 40 to 1,200 people, for a total capacity of 6750 delegates. Our clients come from the corporate, associative and institutional sector from all over the world.

Team SQUARE is a balanced mix of seasoned professionals and youthful creative energy whose mission is to host and organize more than 250 events a year, a real challenge!

We are looking for a project manager.

Content

Working together with the Project Team Manager, you take charge of commercializing the general offer according to the objectives set by the Management and ensure the smooth running of events by your perfect coordination.

You actively support the client in the organization of his event / congress: preparation of meetings, briefing, follow-up of offers with teams specialist (IT, AV, F & B, ...). You ensure the profitability of your offer and make the payment deadlines respected by your customers.

Knowledge

- Trilingual (Dutch, English and French).
- A first experience in exhibition management and / or convention management would be an asset.
- Bachelor level.
- Good knowledge of MS Office.
- Autonomous and flexible.
- Strong stress-resistant.