



Tipik is a dynamic Brussels-based consultancy providing a range of services to the EU institutions, national public authorities and other international organisations. Its communications branch is specialised in integrated communications services.

We are currently recruiting an **Event Project Manager** for the Brussels office.

### **Role**

- Organising and managing events in Belgium and worldwide together with the agency's events staff
- Managing budgets, staff and production deadlines, under the supervision of a Senior Account Manager
- Liaising with clients and representing their needs inside the agency
- Ensuring the high quality of the services delivered
- On-site assistance for events in Brussels and all over Europe
- Managing relations with contractors (quotes, commercial negotiations, invoicing, quality check)
- Daily project management tasks (editing offers, contracts, follow up of project planning, drafting final reports, etc.)
- Managing client relations
- Working languages: English and French.

### **Mandatory requirements**

- At least two years of experience in event management
- Master's degree in event management/communication
- Near native level of written and spoken English **and** French (fluency in other EU languages is an asset)
- Strong computer skills, including Microsoft Word and Excel
- Independent, self-starter personality with a commitment to quality.

### **Your profile**

- Experience in event/communication /press relations
- Experience in working for or with the EU institutions is an asset
- Clear, concise and accurate writing skills in English
- Positive attitude
- Excellent communication skills
- Strong organisational skills, ability to prioritise a busy and varied workload
- Able to handle stress and tight deadlines
- Attention to detail, pragmatic and practical
- Ability to work independently
- Highly motivated, with a flexible and adaptable approach to work.

### **What we offer:**

- Flexible working arrangements
- A dynamic multi-cultural atmosphere

- A supportive and collaborative working environment
- Nice and easily reachable facilities (car/bike parking, metro, tram, bus, Villo) with sports centre and additional services such as a laundry, car wash and more
- Minimum hierarchy and internal bureaucracy.

### **How to apply**

Please send a CV and cover letter in English to [jobs@tipik.eu](mailto:jobs@tipik.eu) with the subject line '**Event Project Manager**'.

Deadline for applications: 31/03/2019.

Only short-listed candidates will be contacted.

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)). We do not store CVs of rejected job applicants, unless the individual has given us his/her consent, in which case it will be stored for a maximum period of six months. Please specify this in your CV and covering letter.