

Junior Event Assistant

Tipik is a Brussels-based consultancy providing integrated communication services to the EU institutions and other public organisations. We're looking for a **Junior Event Assistant** to manage digital, hybrid and physical events in Europe.

Do you want to join our dynamic team and help deliver digital events? Keen to get involved in comms? This could be the job for you.

Role

- Supporting the event concept and implementation work for digital, hybrid and physical meetings, conferences and exhibitions.
- Finding the best solutions/tools for events, including digital ones.
- Day-to-day management of event logistics (before, during and after), including presence on site.
- Communicating with clients on project implementation and representing their needs inside the agency.
- Coordinating the internal team and suppliers.

Requirements

- At least 2+ years' experience in event management.
- Experience in managing digital events is an asset.
- Creative, flexible, and with a solution-oriented attitude.
- Proficiency in Microsoft Office, especially Excel.
- Excellent organisational skills, ability to prioritise a busy and varied workload.
- Ability to multi-task and perform well under pressure with a commitment to quality.
- Excellent English (written & spoken).

What we offer

- Collaborative culture based on trust and honesty.
- Great team spirit and an environment that gives staff the opportunity to take initiatives.
- Flexible work environment for a healthy work-life balance.
- Competitive salary package with health insurance.
- Meal vouchers.

How to apply

Please send your CV in English through [LinkedIn](#). Only short-listed candidates will be contacted.

GDPR

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 one year. Please specify this in your CV.