



Interested in event management? We are recruiting an **Event Project Manager** for the Tipik Event Branch Brussels office.

Role

- Organising and managing events in Belgium and all over Europe with the agency's event specialists
- 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 high quality of products delivered
- On-site assistance for events in Brussels and across Europe
- Managing relations with contractors (quotes, commercial negotiations, invoicing, quality checks)
- Daily project management tasks (preparing offers and contracts, following up project planning, drafting final reports, etc.)
- Managing client relations.

Requirements

- Master's degree in event management / communication / political sciences / international relations
- Minimum 3 years in event project & team management
- Near native level of written and spoken English is mandatory
- Fluency in other EU languages (such as French) is an asset
- Experience in working for or with the EU institutions is an asset
- Clear, concise and accurate writing skills in English
- Strong computer skills, including Microsoft Word and Excel
- Independent, self-starter personality with a commitment to quality
- Excellent communication skills
- Strong organisational skills, ability to prioritise a busy and varied workload
- Resistant to stressful environments and tight deadlines
- Attention to detail, practical-minded
- Ability to operate independently
- Highly motivated, with a flexible and adaptable approach to work.

What we offer:

- A collaborative culture based on trust and honesty
- A great team spirit and an environment conducive to taking initiatives
- A flexible work environment for a healthy work-life balance.

A bit more about ourselves

Tipik is a Brussels-based consultancy providing integrated communication & legal services to the EU institutions and other public organisations. We are a dynamic & agile team who believes in quality first. Our strength is rooted in both collaborative teamwork and great commitment to our

employees. Our ambition translates into innovation and excellence for the ultimate goal: reaching out to European citizens.

How to apply

Please send your CV in English to jobs@tipik.eu or through [LinkedIn](#).
Only short-listed candidates will be contacted.

Closing date: 26 August 2022