



DESTRÉE ORGANISATION  
MEETINGS & EVENTS PARTNERS

Active since 1958, Destrée Organisation offers 60 years of excellence in the meetings industry based on continuous development and a true service minded and results driven team.

Our clients are international institutions and associations, federal and regional authorities and corporate businesses. Destrée Organisation represents, more than ever, a major player in the sector while maintaining a human scale and, therefore, offering a personal service.

Destrée Organisation is seeking to reinforce its young and dynamic team in Brussels and is looking for two profiles (Project Manager and Administrative and Financial Assistant).

Interested?

Please send your application to [partners@destree.be](mailto:partners@destree.be). Please include your CV and a cover letter outlining for which position you submit your candidature and why you would like to apply for the job.

[www.destree.be](http://www.destree.be)

## **A. PROJECT MANAGER**

### Key responsibilities:

- Liaise with clients to identify their needs and to ensure customer satisfaction
- Prepare budgets according to requirements, ensure adherence, and monitor budget during the whole preparation and execution of the event until the billing
- Manage all pre-event planning relying on a retro planning and make sure the deadlines are met
- Suppliers and event logistics management and coordination
- Plan and execute actions considering the different timelines, and budget
- Supervise staff, handle client queries and troubleshoot on the day of the event to ensure that everything runs smoothly
- Report to Project Directors

### Main Tasks:

- Venue proposal and booking
- Budget management
- Research suitable venues
- Participant's management such as registrations, fees, hospitality ...
- Project planning
- Project coordination and execution
- Data management
- On site co-ordination
- Analyse the event's success and prepare post event reports

### Your Profile:

- You are passionate about events and have experience in the meetings and events field
- You are fluent in French or Dutch, and English. Other EU languages are a plus
- You have excellent written and oral communication skills
- You have a very good knowledge of Word, Excel and Power Point
- You are organised, structured and have a sense for detail
- You have the ability to take initiatives, to identify priorities and to meet tight deadlines
- You are stress-resistant and multi-task oriented
- You are willing to experience some flexible work day hours whenever needed
- You are in continuous search of improvement and how to do things better
- You are a team player but you can work independently
- You are 'client first' oriented and providing quality service is your goal
- You are available to start immediately

## **B. ADMINISTRATIVE AND FINANCIAL ASSISTANT**

Key responsibilities:

- Control project budgets
- Prepare and process invoices and follow up with clients and suppliers
- Process payments and maintain cost reports
- Follow-up and customer satisfaction
- Report to and collaborate with Project Directors on the preparation of strategic recommendations and proposals

Main Tasks:

- Budget control
- Suppliers and event logistics assistance
- Balance and invoice establishment
- Analyse the event's success and assist in preparing post event reports

Your profile:

- You have work experience as a Finance Assistant, Finance Officer or similar role
- You are fluent in French/Dutch, and English. Other EU languages are a plus
- You have excellent spoken and written communication skills
- You have advanced MS Excel skills (creating spreadsheets and using financial functions)
- You have a keen eye for detail with an ability to spot numerical errors
- You have good organisational, administrative and time management skills
- You have good analytical and problem-solving abilities
- You are a team player but you can work independently
- You are 'client first' oriented and providing quality service is your goal
- You are available to start immediately