



DESTRÉE ORGANISATION
MEETINGS & EVENTS PARTNERS

Who we are

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.

Looking for a project manager

Destrée Organisation is seeking a highly-motivated Project Manager to join its young and dynamic team in Brussels.

➤ 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
- Research suitable venues and manage all event's details such as attendee list, registrations, technical material, catering, local transport, signage, promotional material etc;
- Manage all pre-event planning relying on a retroplanning; and make sure the deadlines are met;
- Manage and coordinate suppliers and all event logistics, plan and execute actions considering the different timelines, and budget;
- Supervise all staff, handle client queries and troubleshoot on the day of the event to ensure that everything runs smoothly;

➤ Main Tasks:

- Venue proposal and booking
- Budget management
- Suppliers and event logistics management and coordination
- Project planning and execution
- Project coordination
- Online and offline registration management
- Data management
- Signage and meeting material management
- On site coordination
- Analyse the event's success and prepare post event reports



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➤ 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

Interested?

Please send your application to partners@destree.be including your CV and a cover letter outlining why you would like to apply for the job.