

Colloquium Brussels is recruiting

1 Trainee Conference Department

School contract required



colloquium
Brussels

joining forces

Job description and responsibilities:

You will be responsible to collaborate with the team members * in their day-to-day tasks related with planning and executing all congress logistical activities and in handling all administrative and secretarial tasks, including but not limited to the following:

Congresses

- To assist the team during the whole preparation and on-site during the Congress/Conference/ Event.
- To support the team in the clients relations and with the logistical aspects of the organization before, during and after the events (suppliers, venue, program, hotels, AV, hostesses, transportation, marketing)
- To assist the project teams in the congress registration process:
 - Set up and maintain databases for participant, programme, pricing, speakers, etc
 - Provide information to registrants
 - Process to registrations, resolve problems and issue confirmations
- Prepare registration material (handling of badges, delegates bags, documentation)
- Work on-site at the welcome and registration desk

Global company development

- To help in the creation and translation of standard documents
- To help prepare offers and budgets when answering call for tenders
- To coordinate shipments, mailings, etc
- To help the archive process and documentation handling, the company data base, etc
- With process to market analyses and researches
- ...

* *Conference and Operation Manager, Project Managers, Assistant Project Managers, Administrative Assistants, Registration Officers, ...*

Qualifications required

- A good command of English both verbal and written (the working knowledge of other languages would be an asset)
- Good computer background (MS Word, Excel, Outlook, PowerPoint, etc) and web skills

Special Skills

- Interpersonal skills and ability to work with a team
- Proactive and creative
- Well organized and able to handle multiple tasks at once or to work under pressure
- Good attention to detail and accuracy
- Good written and verbal communications skills
- Flexible, available, ready for possible extended hours on show site
- ...

We are offering

- A motivating multilingual and multicultural working environment
- Professional recognition and education
- Exciting organisation of major events all around Europe or worldwide

Contact

If you fulfil the key qualifications required, please send your cover letter and CV by email to: internship@clq-group.com

Object : Conference Department internship.

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