

CONFERENCE ASSISTANT

Intergraf - 23/10/2006

Experience

Graduate
1-2 years experience

Education

University
Higher Education
HOLT

Languages

English

Company Description:

Intergraf is a European trade association representing the Printing Industry. We currently have 26 members in 23 countries and organise large international conferences in different European countries.

Function Description:

- You will be responsible for the preparation, organisation and the co-ordination of our international conferences with up to 900 participants. You will assist in site inspections, have contacts with conference centres, suppliers and hotels and be responsible for administrative duties (including follow-up of meetings, maintenance of database, registrations, contacts with speakers etc.).
- You will be responsible for editing the related promotional communication, including brochures and press releases.
- You will be working in a small team.

Profile:

- You have a university degree and some experience in organising large international events
- an excellent knowledge of English (native speaker level) and at of least one other major language of the EU (Spanish an asset).
- Talented in organising and co-ordinating, you possess strong oral and written communication and administrative skills
- You have an enthusiastic, flexible and organised nature and are able to work under pressure at certain periods. You like to work autonomously and you believe in the strength of a good team spirit.
- You are available to travel occasionally.

Offer:

Are you interested in a diversified job with a large responsibility in an international environment, then send your written application enclosing CV and salary expectations to Beatrice Klose, Intergraf, Place E. Flagey, 7, bte 8, 1050 Brussels. Deadline for applications is November 15th 2006.

Marketing Assistant Brand Manager Belgium – MKT00001208

Apply Online

Description

Assistant Brand Manager

Marketing, also commonly known as Brand Management, is a mainspring and moving force behind our business. You will begin your career in Marketing as an Assistant Brand Manager. From your first day on the job, you will be given immediate project responsibility. It is your opportunity to be an entrepreneur and to market superior products to a local or global community, using both well-established and innovative techniques.

Summary of Job Responsibilities:

Within a short period of 'training on the job' coupled with coaching and national/international seminars, you will be involved in the market plan development building on consumer and customer insights to deliver overall business objectives. As part of a multifunctional team you will develop a promotion plan, work with retail customers, re-launch an existing brand or introduce a new product. You will also use your skills to analyse the business, in addition to financial, competitive and research analysis.

Qualifications

Summary of Job Requirements:

- Have a university degree
- Have practical experience through internships/work placements appreciated
- Be active in extracurricular activities
- Be fluent in English, Dutch and/or French
- Have strong interpersonal skills and team orientation
- Have the willingness and ability to deliver breakthrough results
- You should also be **familiar with the local (Belgian) market** and have NOT more than 2 years of fulltime working experience.

Profile

Job Field	Marketing
Locations	Belgium-Brussels-Capital Region
Schedule	Full-time
Job Type	Standard