

Step into the exciting world of our event venue, where we are eagerly scouting for new talent! Are you THE Sales & Event Coordinator we are looking for? Let's find out!

AS OUR SALES & EVENT COORDINATOR:

- You'll be responsible of sales and bookings.
- You'll be the primary point of contact for clients, ensuring high-quality relationships with them until the event day.
- You'll deftly handle contracts with suppliers and clients, while also managing day-to-day administration and financial tasks.
- And of course, you'll be taking care of our venue like home!

TO THRIVE IN THIS ROLE:

- You'll need to be reliable, client-focused, and solution-oriented.
- Hospitality skills are a must, along with the ability to work well under pressure and independently while being a great team player.
- Fluency in English, French, and Dutch (min. B2) is required, and proficiency in Microsoft Office is a big plus.
- Flexibility is key – we don't have a 9 to 5 mentality here, so be prepared to work weekends and evenings if needed.
- Having 2-3 years of experience in a similar sector or field is highly desirable.

WHAT WE OFFER IN RETURN:

- An attractive salary package and the opportunity to work in an exciting environment with young and dynamic people.
- You'll gain valuable professional experience in a highly attractive sector, rubbing shoulders with prestigious clients.
- Exciting career opportunities await in our other venues (Jeux d'Hiver, Mix, The EGG), along with diversity in the role and the freedom to develop your own projects.

If this sounds like the adventure you've been waiting for, don't hesitate to send your CV and cover letter to robin@eventlounge.be.