



FAIRS & EVENTS COORDINATOR TO FACILITATE INTERNATIONAL SALES

YOUR FUNCTION

- You organize & coordinate international fairs & events in order to strengthen VYNCKE's image, to connect international stakeholders and to facilitate sales.
- As project manager you smoothly coordinate your projects from subscription to evaluation. This means you are responsible for the cost estimation and the budget management. You develop a detailed event management plan, taken into account the deadlines and milestones of the project. You manage all external communication. This covers invitations, advertising, promotion, catering, etc. You take the lead in the conceptual design, development and set-up of the booth, but you can count on the support of our graphical designers & internal logistics team. Finally you conduct a post event evaluation and provide feedback to everyone involved.
- Being part of the Communications Team, you assist your colleagues in their projects. Depending on your interest & skills, this can be related to copywriting, managing sales tools, etc.

YOUR PROFILE

- You have a minimum of 5 years work experience in event project management.
- You have a proactive attitude, take ownership and are result driven.
- Your organizing & planning skills are well developed. You know how to deal with deadlines and occasionally, peaks in the workload.
- You have a strong attention to detail.
- You are open for occasional travel to assist at the event (4-5 times a year).
- You have a very good knowledge of English (written & oral). Other languages are an asset.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 330 Vynckeneers, as we call our employees, are stationed in our offices in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

JOIN OUR FAMILY !

Send your cv to :
cdc@vyncke.com