

JVL Consulting s.a. organizes seminars and trainings in the field of animal health and food safety on behalf of the European Commission.

JVL Consulting is looking for an

Assistant Event Manager

To coordinate training sessions organized across Europe

Tasks

- To coordinate and to participate in training sessions organized worldwide (booking of flights, accommodation, preparation of training manuals, follow up of participants, ...);
- Draft preliminary and feedback reports on training sessions;
- Format documents: Word, Excel, Power Point, MS Project;
- Update the project website.

Requested profile and qualifications

- Degree in languages / translation / communication or equivalent;
- Excellent knowledge of written and spoken English. Applicants without near-native level of English will not be considered;
- Relevant professional experience in event organization is a strong asset;
- Working knowledge of a second foreign language (German, Spanish, Italian, Dutch) is a strong asset;
- Availability to travel up to once a month;
- Hands-on approach and sense of initiative;
- Strong organizational skills;
- Computer literate: good knowledge of MS Word and Excel;
- Driver's licence.

Please send your CV and a cover letter to Pascal Tordeur, Managing Director: tordeur@jvl-c.com

JVL Consulting
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