

**Job alert: we're hiring a Key Account Manager**

Do you want to work at the heart of the European Union? Are you looking for a first professional experience in a young, dynamic, and multicultural environment? Are you a team player with excellent communication and organisational skills? If so, it's the right time to join our team at European Business Summits (EBS).

**Key Account Manager**

**Starting Date: As soon as possible**

European Business Summits (EBS) is a renowned Brussels-based organisation that facilitates networking and multi-stakeholder debates.

Our purpose is to achieve the greatest impact on policy-making processes by bringing together business leaders, policymakers, civil society experts and opinion formers to stimulate diverse thinking on the most challenging global issues.

We are looking for a Key Account Manager to act as the main point of contact for strategic partners and ensure excellence in account delivery.

Main tasks

- Own and develop **key relationships** with EBS Members and Partners, ensuring high satisfaction and long-term engagement.
- Act as the main point of contact for partner **accounts**, providing timely updates on speakers, topics, and session progress.
- Lead **account coordination**, including planning, tracking deliverables, and maintaining key documents and timelines.
- Prepare, negotiate, and manage **sales proposals** and contracts in line with partnership objectives.
- **Present and promote the EBS events portfolio** to existing and prospective partners.
- Work cross-functionally with the Partnerships Manager and internal teams to ensure seamless delivery and partner success.

Your profile

- Good understanding of EU affairs and the EU political sector.
- Superb networking and conversational abilities in a formal setting
- 5-7 years of experience in similar positions.
- Match and be able to engage with Public/European Affairs professionals (Director/Manager level).
- Educational background in business, management, marketing, European affairs, political science or similar (preferred).
- Professional level of written and spoken English, and French is an asset.

## EUROPEAN BUSINESS SUMMITS

- Excellent communication and interpersonal skills with the ability to build relationships with individuals at all levels.
- Ability to work independently, to prioritise and manage tasks simultaneously, often under tight deadlines.
- Positive attitude and outlook with the ability to combine creative and administrative work efficiently.

### What we offer

- The opportunity to work in a dynamic, international and fast-paced environment.
- Direct access to a powerful international network, collaborating with senior leaders, speakers, and strategic partners.
- We offer a full-time, permanent contract and a competitive salary package in line with your skills and level of experience. Freelance collaborations may also be considered.

### How to apply?

- To apply, please send your CV and a 1-page cover letter to [recruitment@ebsummit.eu](mailto:recruitment@ebsummit.eu) with the email subject **KEY ACCOUNT MANAGER – JOB APPLICATION**.
- Please note that only shortlisted candidates will be contacted.
- Applications will be accepted on a rolling basis until the position is filled.