

Job alert – we're hiring an Events and Logistics Assistant

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 the European Business Summit (EBS), a renowned Brussels-based organisation that facilitates multi-stakeholder debates and networking.

**Internship / Events and Logistics Assistant
Starting Date: September 2024**

The 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 an Events and Logistics Assistant for a paid 6-month internship (CIP) to assist the programme and logistics team **starting in September 2024**.

Main tasks

- Assist in organising the logistics for EBS events and engagement with external contractors.
- Assist with events organisation (including arranging room layout, catering, organising participant lists, and reception desk duties.)
- Support the registration procedure of EBS events and the maintenance of the database.
- Liaise with the communication and programme departments to ensure seamless coordination with all stakeholders involved.
- Draft the minutes of the weekly staff meetings.
- Assist with other administrative tasks as needed.

Your profile

- Relevant university degree.
- Fluency in English and French is essential, knowledge of Dutch is a plus.
- A proactive team player with excellent organisational and communication skills.
- Able to show flexibility, and initiative and to work autonomously in a multicultural team.

What we offer

- The opportunity to work in a young, dynamic, international, and fast-paced environment and to combine a first full-time work experience with hands-on training.
- Room for professional development and to acquire challenging and interesting responsibilities.
- The opportunity to develop a high-level network by attending the Summits and all preparation meetings with key stakeholders.
- A 6-month Brussels-based paid internship (CIP contract, competitive remuneration) with possible 6-month renewal and subsequent permanent contract CDI.

Who can apply?

- This position is for people who have recently graduated and are eager to acquire a first work experience.
- It is open to candidates in possession of a valid work permit in Belgium.

How to apply?

- The position is for a six-month period and will start in September 2024.
- To apply, please send your CV and a 1-page cover letter to Laetitia Silvestre, Head of Membership and Partnership at EBS (recruitment@ebsummit.eu) by Sunday, 30 June 2024 23:59 with the email subject **EVENTS AND LOGISTICS ASSISTANT – JOB APPLICATION**
- Please note that only shortlisted candidates will be contacted.