

## Event Management Trainee

3 to 12 months

Brussels, close to Midi Station

Launched in 2012, OfCores ([www.of-cores.com](http://www.of-cores.com)) is a Brussels-based company delivering business and institutional event services in Europe.

To reinforce its team, OfCores is looking for a Event Management Trainee for a period of 3 to 12 months. Working in close collaboration with the Project Managers, the successful applicant will assist the team in planning, developing and executing event projects.

The Trainee will be a part of a team of event and marketing experts and work in a dynamic and international environment.

### Key tasks and main responsibilities

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- Ensure a deep knowledge of the company and the CRM
- Prepare offers/contracts and ensure maximum conversion of all business
- Support with the administration for the overall event organisation
- Support with registrations, invoicing and hotel registrations
- Practice efficient sales prospections in line with OfCores guidelines
- Administrative support on sponsorships
- Follow-up ongoing negotiations and agreements
- Produce and distribute debriefs of our weekly and strategic meetings
- Maintain strong market awareness through competitor checks
- Contracting / Follow up on hotel negotiations and bookings

### Key skills required

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- Organisational and time management skills
- Strong communication skills both written and verbal
- Efficient in using Microsoft Office
- Administration and problem solving skills
- Ability to work with deadlines
- Customer focused and attention to detail
- Professional and committed to learn
- Highly motivated !

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For a period of less than 6 months the internship is not paid, but the company agrees to cover some expenses such as transportation and meals.

Please send your CV and cover letter to Harold Carniyan: [harold@of-cores.com](mailto:harold@of-cores.com)