

The Union of the Electricity Industry – Eurelectric is the sector association which represents the common interests of the electricity industry at pan-European level, plus its affiliates and associates on several other continents. We currently have over 34 full members, representing the electricity industry in 32 European countries.

Eurelectric is looking at its Brussels' office for an:

Events Officer (EO)

Full-time position – 1 year contract subject to extension

Location: Brussels, Belgium

As Events Officer, you will:

- Support the events team in managing event logistics
- Support in the outreach and follow up with speakers
- Support in the outreach and follow up with event exhibitors (both physical and virtual)
- Support with arrangement of B2B meetings, roundtables etc at physical events (scheduling, logistics, catering etc.)
- Develop and leverage all channels as marketing tools (mailers, newsletters, SoMe, web, events, external presentations)
- Process delegate registrations before and at events
- Develop and manage the event app for each of the larger events
- Assist in the development of the association's overall events strategy on an annual basis
- Coordinate key relationships with vendors, suppliers and partners to ensure successful delivery of services in support of our events.

Requirements and competencies

- Experience in event management and organisation, including all aspects of event planning, budgeting, development, promotion and operations
- Demonstrated strong oral and written expression skills, as well as good project management and coordination skills
- Good networking skills
- Fluency in English and another European language is an asset.
- Ability to learn fast, be proactive and adapt to a variety of tasks.

Submit your application, including a CV and motivation letter (quoting “ref. EO”) to grondinelli@eurelectric.org by 06 May.

Attn. Giuseppina Rondinelli, HR Manager, Tel +32(0)471813802