

Event manager



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentiax.nl/x-834239-z>

Already organised numerous events in the past? And are you ready to host many more worldwide? Start now as full-time event manager in Amsterdam.

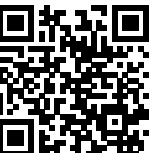
Wat ga je doen?

Job description

As a full-time senior event manager, you'll be in charge of organising and planning various events for this international medical company. From conferences to seminars. In the Netherlands, United States or throughout Europe. It will all be smooth sailing under your watchful eye. Nice! Gimme more, please. Together with the communications manager, you'll look at all upcoming events. What medical themes will be highlighted? Who's invited? And how can you play into all this? After that, you'll create a project plan. Here you explain step by step what needs to be done, who will do what and what it will cost. Plus, you'll include a risk analysis and coordinate your plan accordingly. After that, it's time to pitch your ideas and plan to your superiors and (possibly) clients. With your enthusiastic approach and detailed plan, you'll blow them away and get them on board. Is that all?

Absolutely not. You're also responsible for organising the entire event from start to finish. This includes checking in with your team, making sure that everything is done on schedule and within budget. Any unforeseen circumstances threaten the success of your event? You're on it and have it sorted out in no time. Sounds like the perfect job for me. When will I be working?

As a full-time senior event manager, you'll work 36 hours per week. Mostly from Monday to Friday during the standard business hours. But due to last-minute emergencies or client meetings, you might have to work weekends and evenings, too.

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knop 'Solliciteer direct!' en we nemen zo snel mogelijk contact met je!