

## Freelance Project Manager

cecoforma ([www.cecoforma.com](http://www.cecoforma.com)) has over 40 years of experience in the field of event management and communications. Immersed in the EU institutional market, our diverse portfolio encompassing over 1.000 projects in 2022: from physical, digital and hybrid events, exhibitions, awards and hackathons, to pan-European communication campaigns, stakeholder engagement and community building. We are currently recruiting a **freelance Project Manager**.

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### Role and Responsibilities:

Working together with the Account Manager and the Project Leader, the Project Manager will assist in the organisation, execution and administrative follow-up of institutional events organised by Cecoforma. This includes:

- Contact with clients, suppliers, sub-contractors and service providers;
- Logistical organisation of events (travel arrangements; distribution and follow-up of invitations; hotel reservations; management and distribution of per diem, "conference kits" and badges; local transport; expert mobilization (interpreters, secretaries, hostesses ...); additional activities related to conferences etc.);
- Travelling and providing local assistance if necessary;
- Administrative and financial follow-up;
- Global reporting;
- Contact with clients;

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### Requirements

The ideal candidate has:

- 2-3 years of experience in events & communications projects, particularly in the institutional sector (B2I);
- Strong organizational skills;
- The ability to multi-task and prioritize;
- The ability to work under pressure;
- Liaison and relationship skills;
- Good presentation;
- Excellent English communication skills, spoken and written, any other language(s) would be an asset;
- A willingness to adopt a flexible working schedule;
- The ability to work individually and as part of a team;
- Availability to start as soon as possible;

To apply, please send your CV to [barbara.dopchie@cecoforma.com](mailto:barbara.dopchie@cecoforma.com) with 'Project Manager' in the subject line.