

## Project Manager Freelance

cecoforma ([www.cecoforma.com](http://www.cecoforma.com)) has over 40 years of rock-solid experience in the field of event organisation and communications. We primarily serve the EU Institutional market, organising close to 300 events and communications campaigns each year.

We are currently hiring for the role of Project Manager Freelance.

### Main Tasks

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 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

### Profile

The ideal candidate:

- 2-3 years' 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

Send your CV along with a short motivation email and/or request for information to Barbara Dopchie [Barbara.dopchie@cecoforma.com](mailto:Barbara.dopchie@cecoforma.com) with the reference 'Project Manager '