

Communications Adviser – Events Manager

Are you looking for an exciting and fast-paced job? Do you want to be part of Europe's response to climate and environmental challenges and represent companies leading innovation and cutting-edge technology? Then look no further: we are looking for a seasoned Events Manager to join our communications team.

Who we are

Technology is at the heart of Europe's ambitious sustainability agenda, and the ability of its economy to prosper in a changing world. Without it, we won't succeed. That's where Orgalim comes in: our team of over 30 people – 14 nationalities – works with our members, European policy makers and stakeholders to ensure that the EU's legal framework provides the best possible conditions for our companies to deliver Europe's objectives.

We represent Europe's largest manufacturing sector, composed of over 770,000 innovative companies spanning the mechanical and electrical engineering, electronics, ICT and metal technology branches. Our industries directly employ over 11 million workers, with dozens of millions more depending on us for their livelihoods. With our future-facing products and solutions, we are developing ahead of the wider European economy and acting as a growth engine for the EU.

The role

As Events Manager you will develop and deliver Orgalim's strategy for face to face, hybrid, and digital events. You will be accountable for all aspects of events, ensuring we remain at the forefront of the industry and lead with innovation and brand relevance.

You will report to the Communications Director, working closely with the wider team of communications specialists. This is an opportunity to join a dynamic team, and help advance dialogue between businesses, policymakers and citizens on the relationship of technology to society.

The responsibilities include:

- Work closely with the Communications Director to understand Orgalim's business objectives, event strategy and audience needs and lead the development of comprehensive, strategic plans to develop and elevate Orgalim's events programs and drive results
- Oversee and manage organisational event calendar across virtual, hybrid, and in-person events
- Drive entire project lifecycles, from event vision and concept to timeline management, budgets, execution and reporting
- Analyse data and provide insights to improve future executions and ensure marketing efforts and brand experience are optimised and aligned to Orgalim's business objectives

Your profile

We are looking for a creative Events Manager, to ensure Orgalim's events are seamlessly planned and executed, and to help establish our future events strategy.

To be successful in this role, you will need to be a strong organiser who can adapt to a wide range of fast-paced environments and be able to deliver events efficiently and on budget.

The ideal candidate is a quick learner and a rapid adopter of best practices, enjoying ongoing challenges and creative problem solving.

You will have:

- Minimum 6 years proven experience managing conferences, congresses and/or events – including recent experience of digital and/or hybrid - in European institutions, industry, associations or consultancies
- University degree, preferably in marketing or event management
- Extensive knowledge in managing events from conception to completion, including digital event platforms, complex logistics, venue liaison, production, speaker sourcing, budget management, contract negotiations and onsite execution
- Strong critical thinking skills and ability to problem solve and come up with solutions and recommendations
- Excellent written and verbal communication skills. Ability to write accurate and engaging material in a variety of styles and formats for a variety of audiences and to present at all levels of the organisation
- Proficiency in Microsoft 365 applications and experience with SharePoint cloud services, CMS, mass mailing software; knowledge of conference registration tools; familiarity with design software (e.g. Photoshop, InDesign) is a plus
- Proven experience with virtual events platforms such as Microsoft Teams, GoToMeeting, GoToWebinar or Zoom
- Organisational skills, with the capacity to prioritise and work well under pressure across multiple projects
- Ability to work independently, multitasking, and handling fluctuating deadlines
- Effective team player with ability to work collegially and collaboratively within variable and multidisciplinary structures
- High proficiency in English (native speaker or equivalent); good knowledge of other European languages is a plus

Our offer

A full-time role in a dynamic, flexible and international work environment in Brussels where you can take initiative and responsibility and grow to realise your full potential.

A competitive salary based on experience and merit.

Please send

- **CV and motivation letter** to secretariat@orgalim.eu, for the attention of Inge Dewit Vanhaelen
- **by 29 July 2022**, mentioning **"Events Manager"** in the e-mail subject line
- In the body of the email, please copy in: **"I hereby consent that my personal data is processed by Orgalim for recruitment purposes"** so that we have your written consent to follow up on your application
- Recruitment will be conducted on a rolling basis