



PROJECT MANAGER, SEAUTON International

ABOUT SEAUTON

Seauton is a leading independent corporate travel agency specialized in the organization of international conferences, seminars, meetings, congresses and incentives.

The company is well referenced and considered a strategic partner because of its distinctive project approach based on flexibility, quality, concern, creativity and eye for detail.

From the head office, based in Leuven (Belgium) and its international subsidiaries in Cascais (Portugal), Amsterdam (The Netherlands) and Prague (Czech Republic), the company operates worldwide.

To reinforce the project team based, in the head office in Leuven, we are currently recruiting a Project Manager, PCO.

JOB DESCRIPTION

- You independently manage the PCO projects you have been assigned and take full responsibility of those projects.
- You advice clients during the project.
- You organize scoutings and site-inspections in Belgium and abroad.
- You accompany projects in Belgium and abroad.
- You work closely with your colleagues within the PCO Department.

PROFILE

- Professional bachelor or similar by experience.
- You have minimum 2 years of experience within the PCO sector.
- Experience in planning, developing and delivering congresses in the private and/or public sector is an advantage.
- You have an affinity with IT. Knowledge of and experience with PCO software solutions are an advantage.
- You are fluent in Dutch, French and English. French as mother tongue is a plus.
- You are an independent, dynamic, enthusiast and result driven person that likes the things to be done.

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- You are well organized, structured and excellent in administration.
- You have an entrepreneurial and pro-active mindset.
- You are a responsible person and are able to manage different projects simultaneously
- You have a commercial feeling and possess good communication and presentation skills.
- You are open-minded and creative.
- You are stress resistant, flexible and available to travel abroad regularly.
- You have an eye for quality and detail.
- You have a good knowledge of MS Office (Excel, Word, PowerPoint) and an affinity with IT.

OFFER

- A healthy, dynamic and flexible work environment.
- The possibility to be part of a strong and competent team of motivated professionals.
- The possibility to develop yourself in a diverse and challenging job.
- A competitive salary and extra legal advantages.

CONTACT

If interested, send your application letter and CV asap to Inge Samyn:

SEAUTON International
Att. Ms. Inge Samyn
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3000 Leuven, Belgium
inge.samyn@seauton.be

Your application will be treated as strictly confidential

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