



SEAUTON

is looking for a highly talented

PROJECT MANAGER

PCO & ASSOCIATION MANAGEMENT

SEAUTON is specialised in association management and an expert in the organisation of national and international meetings, conferences and events. The company is based in Wijgmaal (Leuven, Belgium) from where it operates worldwide. Since its foundation in 1999 it has won several international awards. Crucial to SEAUTON's approach is its creativity, result-orientation and open-mindedness.

To support the company's growth, SEAUTON is currently looking for a Project Manager to join the PCO (Professional Congress Organiser) & Association Management (AM) team. Do you have what it takes?

Let's talk!

Your job at Seauton

As a PROJECT MANAGER you will hold an advanced level project management position at SEAUTON and report directly to the COO. You will be responsible for different types of projects, both national and international, focusing on PCO & AM.

With regard to Associations Management you will:

- **Take the lead in day-to-day operational and administrative management: strategic planning, implementation and follow-up, marketing & sponsorships, budget management, contract management, general office management, database management.**
- Give **professional advice** and take the lead in PCO events design and project management.
- **Organize national and international meetings, conferences & events and coordinate projects on-site.**
- Make sure that all your **projects are delivered successfully**, meeting the **established quality requirements and deadlines.**
- **Focus on project continuity** and drive our business towards long-term client relationships.

Your profile

- You have at least **4 years of relevant experience in PCO and/or Association Management** and hold a Master's Degree.
- You have **excellent organisational skills**, you are **able to handle pressure** and have a **hands-on attitude.**
- You are **customer-orientated, open-minded and creative.**
- You are a **team player** and you are **not afraid to take initiative.**
- You are prepared to **travel abroad regularly.**
- You are **fluent in Dutch, English and French.**
- You have a **good knowledge of MS Office** (Excel, Word, PowerPoint, Outlook).
- You hold a **driving license.**

What we can offer you

- A **full-time position** in a healthy, growing, dynamic and flexible work environment (15 min. from Brussels).
- The opportunity to be **part of a strong and competent team** of motivated professionals.
- The opportunity to **develop yourself** in a diverse and challenging job.
- A **competitive salary** and **fringe benefits.**

Have you got what it takes? Let's talk!

Please send your motivation letter and CV to: an.goethals@seauton-international.com