



SEAUTON⁷

is looking for a highly talented
(SENIOR) PROJECT MANAGER

SEAUTON is an expert in the organisation of national & international meetings, conferences & events, and a specialist in association management. The company is based in Wijgmaal (Leuven, Belgium) from where it operates worldwide. Since its foundation in 1999 it has won several awards.

SEAUTON's greatest asset is its authentic and personal approach and its team of enthusiastic MICE professionals. To support its growth, SEAUTON is currently looking for a Project Manager. Do you have what it takes? Let's talk!

Your job at Seauton

As a (SENIOR) PROJECT MANAGER you will hold an advanced level project management position at SEAUTON and report directly to the COO.

Your job will include:

- **Managing projects** (conferences, study trips, meetings, etc.), with a special focus on quality, flexibility, creativity, integrity, customer-friendliness & discretion.
- **Taking the lead** in the projects' logistic and technical organisation.
- **Project strategy** and **control, budget management** and financial follow-up of your projects.
- **Advising clients** and **developing a creative project/programme** using new concepts and ideas.
- **Communicating effectively** with clients, suppliers and colleagues.
- **Planning & conducting** national and international scouting & inspection trips.
- A continuous **focus on the optimisation** of projects and processes.

Your profile

- If you are applying for the Senior Project Manager position: you have at least **7 years of project management experience** in the field of international conferences and events. If you are applying for the Project Manager position: you have at least **3 years of experience** within this field.
- You have **strong organisational skills**, you are **able to handle pressure** and you have a **hands-on attitude**.
- You are prepared to **travel abroad regularly**, up to **two to three weeks non-stop**, and this **several times per year**.
- You are a **team player** and you are **able to work independently**.
- You are fluent in **Dutch, French and English**.
- You have a **good knowledge of MS Office** (Excel, Word, PowerPoint, Outlook).

What we can offer you

- A **full-time position** in a healthy, growing, dynamic and flexible work environment.
- The once-in-a-lifetime opportunity to be **part of our great team** of motivated MICE 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