

## Event Coordinator - Pharma Dutch Speaker in Brussel

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Company: American Express Global Business Travel

Location: Belgium

Category: other-general

### Description

This Event Coordinator role will deliver an innovative and quality meetings consultancy for an important pharmaceutical client, providing a complete service including site visiting with the client, multiple venue finding, rate negotiating and maximizing commercial opportunities with suppliers, production of proposals and after event support including invoicing and reporting. You will interpret a client's brief and create events to their precise requirements, with responsibility for the full research of the event elements as well as negotiations with vendors and preparation of costings and proposals, building event timelines and confidently communicate this to the client, achieving outstanding quality and customer satisfaction standards.

Key responsibilities:

Maintain and grow the relationship with local key bookers through consultative service.

Working with suppliers to secure savings and add value, maximize all commercial opportunities for GBT Meetings and Events.

Effectively planning and management of client projects and delivering outstanding service to their specification.

Excellent venue knowledge – maintained by visiting & researching venues. Maintaining up to date knowledge of key locations and venues.

Demonstrate commercial awareness through recommendations to clients and negotiations

with suppliers.

Accurate data inputting of clients' requirements into the CVENT system keeping each enquiry up to date with any amendments. All files to be processed promptly to ensure commissions are collected and returned to the business in the most efficient manner.

Working closely with Team Leaders for all financial sign off as well as any high level conference calls or decision making. Communicate with Team Leaders for support on all financial and final decisions regarding a group. Prepare costing proposal through to final billing reconciliation process

Achieve targeted financial results showing significant savings on client meeting spend.

Undertake continuous self-development and training to ensure outstanding quality and customer satisfaction standards are achieved as measured by CSAT and or post event evaluations

Skills /Qualifications:

Solid knowledge and experience within the event management industry.

Exceptional organizational skills with the ability to prioritize responsibilities, meet client deadlines and turnaround high volumes of requests in peak periods.

Good negotiation & contracting skills & problem solving skills with the ability to leverage relationships to solve challenges.

Working knowledge of appropriate technology to prepare costing proposal through to final billing reconciliation process. Experienced in Starcite and or CVENT would be an advantage.

Strong communication skills and strongly developed service ethic.

Ability to maintain a high level of accuracy and confidentiality.

Exceptional attention to details and ability to accurately capture a wide range of data.

MS Office proficiency.

Fluency in English and Dutch.

## Location

Belgium - Virtual Location

## The #TeamGBT Experience

Work and life: Find your happy medium at Amex GBT.

**Flexible benefits** are tailored to each country and start the day you do. These include health and welfare insurance plans, retirement programs, parental leave, adoption assistance, and more.

**Travel perks:** get a choice of deals each week from major travel providers on everything from flights to hotels to cruises and car rentals.

**Develop the skills you want** when the time is right for you, with global tuition assistance, access to over 20,000 courses on our learning platform, leadership courses, and new job openings available to internal candidates first.

**We strive to champion Diversity, Equity, and Inclusion** in every aspect of our business at GBT. You can connect with colleagues through our global Inclusion Groups, centered around common identities or initiatives, to discuss challenges, obstacles, achievements, and drive company awareness and action.

**Wellbeing resources** to support mental and emotional health for you and your immediate family.

And much more!

All qualified applicants will receive equal consideration for employment without regard to age, gender identity (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, race, color, religion, creed, national origin, disability, veteran status, citizenship or marital status. It is our policy to maintain an equal-opportunity environment free from intimidation, harassment or bias for our candidates, colleagues, clients and suppliers.

We are committed to providing reasonable accommodation to individuals with disabilities.

Please, let your recruiter know if you need an accommodation at any point during the hiring process. For more details, please consult .

**What if I don't meet every requirement?** If you're passionate about our mission and believe you'd be a phenomenal addition to our team, don't worry about "checking every

box; please apply anyway. You may be exactly the person we're looking for!

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