

We're currently looking for a :

## **Junior Project Manager**

**Nice to meet  
you, we're  
Folks.**

From the head office, based in Brussels, the Folks company operates worldwide and is focused on delivering high quality, exclusive and original projects in a personal and original way.



As a

## **Junior Project Manager**

- You will be part of our travel hospitality team.
- Participate in the development of diverse projects.
- Support our operational teams with client presentations.

# About the **job**

- You assist the project manager in drafting and preparing the travel programs
- You communicate effectively with suppliers and colleagues
- You independently manage the tasks you have been assigned
- You accompany projects in Belgium and abroad
- You work closely with the Project Managers.

## Must-haves (because we're picky)

- Professional bachelor or similar by experience.
- You are fluent in Dutch, French and English. Dutch as mother tongue is an advantage.
- You are a independent, dynamic, enthusiast and a result driven person that likes the things to be done.
- You are a well organized and structured type of person.
- You have an entrepreneurial and pro-active mindset.
- 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 good knowledge of MS Office (Excel, Word, PowerPoint).
- Experience in the MICE sector is an advantage.

# All about what **we offer**

- A healthy, dynamic and flexible work environment.
- The possibility to be part of 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.
- If you believe in human relations, a cozy family vibe, and have a good sense of humor, you might just be our kind of weird (in the best way).

Ready to join our team?  
Apply now by sending  
your CV and motivation  
letter to

**[els@wearefolks.be](mailto:els@wearefolks.be)**

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Your application will be treated as  
strictly confidential

Company : FOLKS  
Location : OFFICE (Brussels & Remote)  
Start : ASAP

