

We're currently looking for a :

# Junior Project Manager

freelance



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

We have more than 30 years of experience in events, hospitality and corporate travel. We aim to be the most creative, expert and dedicated partner for our client's events and travel around the world. And we're funny too, sometimes it helps.

As a

**Junior Project  
Manager**

You will participate in the development of diverse and creative projects and 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 or French and English.
- 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.
- 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

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

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Company : FOLKS  
Location : OFFICE (Brussels & Remote)  
Start : September  
Type of contract : freelance

