

We are looking for a :

Project Manager freelance

Folks
People creating events.

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.

Key responsibilities

You'll step into a key role at Folks, leading high-level projects and driving impactful experiences from start to finish.

- Managing projects with a special focus on quality, flexibility, creativity, integrity, customer-friendliness & discretion.
- Taking the lead in the projects' logistic and technical organization.
- Project strategy and control, budget management and financial follow-up of your projects.
- Advising clients and developing a creative project/program 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 optimization of projects and processes.

About you

- You have at least 5 years of project management experience in the field of events.
- You are fluent in Dutch and/or French and English (trilingual is a huge plus)
- You have strong organizational and communication skills,
- You are able to handle pressure and you have a hands-on attitude
- You are a team player and you are able to work independently
- You have a strong knowledge of MS Office (Excel, Word, PowerPoint, Outlook)

What we offer

- A freelance contract with flexible schedules and the possibility to work from home
- The opportunity to develop yourself in a challenging job
- Great offices in Brussels and in Liège
- A young and dynamic team in a growing work environment

Interested ?

Send us your CV to
emmanuelle@wearefolks.be