

Cecoforma (www.cecoforma.com) has over 40 years of experience in the field of **event organisation and communications**. We primarily serve the **EU Institutional market**, organising close to one thousand events and communications campaigns each year.

You'll be joining a company that promotes strong values such as respect, mutual aid, humanity, trust and dynamism. The company promotes a working atmosphere that combines quality and fun.

We are currently hiring for the role of **Operations Manager (M/F)**.

Operations Manager (H/F)

RESPONSIBILITIES

Cecoforma is experiencing a period of growth over recent years that requires a reinforcement of the organisational structure in order to set a good basis for potential additional growth. A new position is therefore opening to help us solidify the company management structure, and ensure our teams continue to receive hands-on support for their daily work.

You will be working in close collaboration with the Client Services Director and the Managing Director.

The selected candidate will be responsible of:

- Planning and organizing resources in accordance with company, client and projects needs.
- Evaluating resources workload in order to have a resources' planning and to efficiently manage/allocate resources.
- Resources hiring/coaching/training including employees, temporary and long-term freelancers, and partner service providers.
- Ensuring the quality delivery of all projects.
- Improving processes and services.
- Risk management: identifying and mitigating risks that could disrupt operations.
- Overseeing quality review/debriefing/lessons learned of projects.

PROFILE

- University degree (orientation management, communication, marketing, or other).
- 5-10 years of experience in the field of events, communications, PR, marketing, or training.
- Excellent organisational and management skills.
- Ability to manage a large team.
- Work proactively & autonomous with a coaching mindset to help others to grow.

- A good understanding of and/or interest in the workings of the EU Institutions, preferably has experience in EU institution projects.
- Familiarity with common concepts linked to quality management, operations and process management.
- Excellent English, spoken and written any other language(s) would be an asset, particularly French.
- Ease of communication (with different interlocutors: colleagues, suppliers, clients, stakeholders).
- Computer skills (Excel, Word, Outlook, Power Point, MS project, internet, ...).
- Belgium based – regular presence in the Brussels office required.

OFFER

- Full time position in a dynamic and multi-cultural working environment.
- The chance to work in an agile and growth-oriented organization.
- The opportunity to learn and develop your skills
- A competitive salary package in line with your experience.
- Start as soon as possible.

INTERESTED ?

Please send your CV together with an adapted cover letter via <https://www.pahrtners.be/fr/offres-emploi/operations-manager-mf/> or to recruitment@pahrtners.be.

YOUR APPLICATION AND
RELATED INFORMATION WILL REMAIN
STRICTLY CONFIDENTIAL.