

**Subaru Europe** is the European subsidiary of the Japanese automobile manufacturer Subaru. Based in Europe, the company coordinates the brand's commercial, marketing, and strategic activities across all European markets, working closely with national subsidiaries and distributor networks.

Subaru is recognized for its unique technologies and strong focus on innovation. Subaru Europe offers an international, collaborative, and dynamic working environment, an ideal place to grow and contribute to the mobility of tomorrow.

For more information, please visit: <https://www.subaru.eu/>

To strengthen the PR & Marketing department team, we are looking for a Logistics and Event Coordinator (M/F).

## Logistics and Event Coordinator – Automotive Sector (M/F)

### RESPONSIBILITIES

As a **Logistics and Event Coordinator**, you ensure the smooth, accurate, and proactive logistical and administrative management of event vehicles and related assets for pan-European Electric Vehicles (EV) launch activities. You play a key role in preparing operational steps for events, coordinating external partners, and maintaining workflow quality. You also provide transversal support to the PR & Marketing department.

**Your main responsibilities are:**

#### **Logistics & Coordination:**

- Coordinate logistical processes related to event vehicles and assets including transport (from Japan to Europe and within Europe), documentation (e.g.: ATA carnets), delivery preparation, storage, etc.
- Ensure appropriate return logistics after events (status check, documentation and storage).
- Maintain planning files, follow-up sheets and documentation archives.
- Liaise with external partners (logistics providers, agencies, distributors) to ensure timely execution of logistical steps.
- Monitor deadlines and alert internal stakeholders of updates, risks or delays.

#### **Operational support to launch activities:**

- Contribute to the preparation of planning documents, checklists and shipping instructions.
- Assist in collecting operational feedback and preparing basic follow-up reports after launch-related activities.
- Provide logistical inputs for internal planning meetings when required.

#### Supporting tasks:

- Provide operational and administrative support to the PR & Marketing section, including documentation handling, information collection, file and content updates, basic content or communication inputs, and coordination with external parties.

## PROFILE

- You have perfect command of English, both written and spoken and another language.
- You have strong ability to plan, coordinate, and prioritize multiple logistics activities efficiently, ensuring timely delivery and execution.
- You have the ability to monitor, steer and refocus agencies work to ensure alignment with brand and EV promotion strategy
- You show skills in time management to manage multiple priorities and meet deadlines.
- You can produce clear and engaging written material to support internal documentation and highlight EV model value.
- You hold a driving license and are able to travel occasionally.

## OFFER

- A challenging and impactful position in an international environment.
- A strategic role in the company's international development.
- A salary package commensurate with the responsibilities of the position and your experience.

## INTERESTED?

Please send your CV together with an adapted cover letter to [recruitment@pahrtners.be](mailto:recruitment@pahrtners.be).

YOUR APPLICATION AND  
RELATED INFORMATION WILL REMAIN STRICTLY  
CONFIDENTIAL.