

about Hypsos

Hypsos creates inspiring environments that bring brands to life. Our business is all about visitor engagement. We realise international projects in the exhibition-, event- and museum fit-out industry. With app. 100 employees in The Netherlands and 40 more around the globe, Hypsos' presence covers 4 continents.

Currently we are looking for a:

Project Manager Events

About the job:

Based in Soesterberg, the Hypsos Project Manager Events will lead a dedicated team within Hypsos, working closely within a defined international consortium serving EU institutions, among other clients, to develop and execute a large number conferences and events across Europe.

Your daily work will be executing all elements of event organization services:

- . Leading the creative and design process
- . Make a commercial offer
- . Overview of the event life-cycle
- . Budget management including full financial reconciliation
- . On-site event management

- . Building strong relationships within the consortium
- . Leading a project team

Who you are

You are an experienced project manager in successful project delivery of large conferences, exhibitions and events. You are an effective communicator with strong interpersonal skills with the ability to work with a wide range of people, including clients, suppliers and colleagues.

These strengths should be incorporated in your skills:

Forward thinker

Problem solver

*Client serving
mentality*

*Process
oriented*

Willing to travel

Cultural aware

Quick learner

Optimistic and precise

Stress resistant

Most importantly, we are looking for candidates who show a passion for the event industry and have a willingness to learn within our fast-paced environment.

Some Practical skills and experience

- Fluent in English, minimum C2, both written and spoken Able to analyse and interpret tender requests, construction drawings and other technical documents
- Able to make a commercial offer (standard items and variations/ specials)
- Knowledge of applying digital media within events
- Experienced (skilled) user of Excel and MS project
- Knowledge of Dutch and French would be an advantage
- Experience in account management of government bodies is a pre

How to Apply

Are you the right candidate? Then apply by sending your resume, picture and motivation to Ingrid Schat, i.schat@hypsos.com. Please include a detailed description of a project you have lead and the specifics of your role within the project.