



VACANCY

The NBCC is a bilateral non-profit membership organization dedicated to promoting and supporting Anglo-Dutch trade and investment and to serving its members' needs. With offices in London and The Hague, the NBCC has a large professional member network in both countries. Large and medium sized companies, our Premier Members, form in all major business sectors the backbone of the organization. To small companies and scale ups the NBCC provides the first point of entry. Membership of the NBCC provides companies with an extensive range of benefits in the areas of: Representation, building Connections needed to do business, providing Insights to capture opportunities, and supplying Support to improve existing business performance.

The NBCC is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We promote family-friendly flexible working opportunities, where operational needs allow.

The NBCC is now looking for an:

EVENTS MANAGER

Roles & responsibilities

We are looking for an enthusiastic customer-oriented self-starter, with excellent organisational skills and a good eye for detail. As an Events Manager at the NBCC, the successful candidate will be responsible for organising and managing events in close cooperation with members and key stakeholder.

Main Duties and Responsibilities:

- Working with colleagues to identify opportunities for events;
- Managing the Events Calendar in coordination with the Director Premier Membership & Membership;
- Managing first class events and dealing with event management administration including but not limited to guests lists, logistics, catering, staffing, payments, legal obligations, moderator scripts and speakerbriefings, and marketing and PR of events.

Essential qualifications, skills and experience

- Works independently – self-starter
- Commercial
- Excellent oral and written communication skills in Dutch and English;
- Ability to work quickly and accurately under pressure and to work effectively within a team;
- Excellent customer service and interpersonal skills with solid communication skills to persons at all levels (both internal and external partners);
- Excellent organisational skills, with proven ability to plan and prioritise tasks;
- A proven ability to anticipate and solve problems and pay close attention to detail;



- Ability to manage budgets and report event costs to manager;
- Excellent IT Skills, preferable with Microsoft Office Excel, Mailchimp and Content Management Systems
- Resultdriven
- Ability to get things done

Desirable qualifications, skills and experience

- Previous events management experience

To apply

Please send your motivation letter and CV to:

Lyne Biewinga, Director Premier Membership & Membership, The Netherlands British Chamber of Commerce

E: LBiewinga@nbcc.co.uk

Benoordenhoutseweg 21-23
2596 BA The Hague
The Netherlands

Application deadline

10 December 2018

Type of position

Fixed term, Full-time

Location

The Hague, The Netherlands

Start date

1 January 2019

Other benefits and conditions of employment

The successful candidate will initially be offered an one-year temporary contract. The base salary for this position is €2,000 gross per month, based on a working week of 37.5 hours. In addition, an 8% annual holiday allowance and a monthly travel allowance are payable.

Applicants must be legally entitled to work in The Netherlands. Please note that NBCC is not a tax withholding employer. Consequently staff members are responsible for paying their own income tax and social security on the gross salary received.

Note

For any additional queries, please contact Lyne Biewinga, Director Premier Membership & Membership, via T: 0031-646178825 or E: LBiewinga@nbcc.co.uk.