

About EAGE (European Association of Geoscientists and Engineers)

EAGE's main activities consist of the organisation of conferences, workshops, exhibitions and courses worldwide. We also publish the monthly magazine First Break for our members, scientific journals as well as many other scientific books that are available in our (online) Bookshop. We are an international organization with 19,000 members all over the world. The majority of our members work in the oil, gas and mining industry. EAGE's main goal is to share knowledge, promote innovation and technical progress, and to foster the communication, fellowship and cooperation between those working in, studying or otherwise being interested in these fields. We have over 90 employees worldwide, with offices in The Netherlands (Europe office), Moscow, Dubai, Kuala Lumpur and Bogota.

For our Europe Office in Houten (Utrecht, the Netherlands) we are currently looking for a fulltime

Event Coordinator

What are your tasks and responsibilities?

The Event Coordinator is responsible for the organization and realization of EAGE events conferences, workshops, courses and exhibitions. This Event Coordinator role will work on various events and take responsibility for several associated activities.

- You will be responsible for organizing all aspects of (smaller) events from a logistical and operational standpoint.
- You will take a lead role in organizing larger adjacent activities as part of our larger events, including a variety of large-scale social events and a number of tours, meetings and networking activities.
- To work within an Agile team, with a strong focus on deliverable tasks and tight schedule management.
- You will be responsible for maintaining relations and contact with all concerned stakeholders; venues, suppliers, committees etc.
- You initiate and coordinate promotion and communication of the event in cooperation with the communication specialist within the team.
- You will ensure that all digital materials related to the event, including the website, are kept up-to-date with all the latest information.
- You are responsible for budgeting, cost control and budget management of your event, or specified activities.

What qualifications do you need?

- Minimum of HBO level, or international equivalent.
- A minimum of 3 years relevant working experience with large scale international events., preferably within a similar organization.
- Experience with organizing social events of a variety of sizes.
- Excellent communication skills.
- Experience with working with a variety of different stakeholders, including but not limited to Committees, other departments and stakeholders.
- Excellent English, both written and spoken.
- Strong budget management skills

For this position we are looking for a proactive team player with strong organisational skills, who is accurate and has a hands-on mentality.

We are also open to those who are returning or who want to change course. Nor is it necessary to speak Dutch.

EAGE offers

- A competitive salary;
- 30 paid holiday days per year;
- Non-contributory pension;
- Personal training budget;
- Contribution to a sports club.

Apply now!

Send in your resume together with a motivation letter by date: hr@eage.org or reply by using the following link:

<http://eage-holding-bv.onlinevacatures.nl/en/Vacancy/Postulate/115052>

In this role, you will work in one of our Event organization teams. You will be responsible for the organization and realization of EAGE Events; conferences, workshops, courses and exhibitions.

What will be your tasks and responsibilities ?

- You handle the logistic organization of an event. You are responsible for the Technical Program.
- You maintain contact with all involved parties; venues, suppliers, committees etc.
- You initiate and coordinate promotion material for the event in cooperation with our Communications specialist.
- You keep the Events Website updated with the latest information.
- You are responsible for budgeting, cost control and budget management.
- You are in contact with the committees and coordinate the event with them.

What qualifications do you need ?

- HBO level and minimum of 3 years relevant working experience with large scale international events and 'paper handling'. Preferably within a similar organization.
- Experience in working with committees.
- Excellent knowledge of English.

For this position we are looking for a proactive team player with strong organisation and communication skills, someone who's accurate, stress resistant and with a hands-on mentality.

EAGE offers

- A competitive salary.
- 30 paid holidays.
- Non-contributory pension.
- Personal training budget.

Apply now!

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Learn more about EAGE on www.eage.org

Acquisition as a result of this vacancy is not appreciated!