



## A DAY IN THE LIFE OF AN... ASSISTANT PROJECT MANAGER EPCAS

When you think an office job is boring, then Assistant Project Manager EPCAS is your next challenge!

**08:55**

It is 08:55 and you walk into the office. You are ready for a new day at work, **full of responsibilities** which are waiting for you. But first things first, a good cup of coffee and a small chat with your colleagues.

Together with your EPCAS Project Manager you discuss the planning for the week. Very important, due to the fact that no day is the same in this **dynamic and challenging working environment**. You and the EPCAS Project Manager are **jointly responsible** for the **daily secretarial tasks** for the association, as well as the **organisation** of the General Assemblies, EECA and/or Chefs Assembly, and company visits. Around 10:00 you are checking and replying your e-mails and making a short list of to-do's for the day ahead to make sure that your **focus** is on

the **overall operations and planning** of the upcoming (network) events. Besides your laptop, post-its will be your best friend during this internship.

**11:00**

It is 11:00, time for a banana. Your planning shows an event will take place in 12 weeks. Where does the event take place, is the F&B arranged, what is the overall theme, which speakers have been confirmed and which ones are still pending, and how and when should participants register? As Assistant Project Manager, you are **responsible** for the content of the (online) invitation. What is the look and feel of the invitation and so on. In this case you have **to work closely** with the Design Team and the Office Manager.

**13:00**

Time for lunch. Our lunch team is ready to serve you a good sandwich or salad. Of course you are able to bring your own food creations.

**13:30**

Around 13:30 it is time to start again. Together with the Project Manager you have a skype call from Prague. A local event caterer is very interested in EPCAS and you would like to get a first impression of the company, so you can send them a **customized sales proposal** and invitation afterwards. Before you can send the sales proposal it is key to **deliberate with** the Managing Director, Office Manager, the Legal department and Project Manager of EPCAS. A good way to get acquainted with other departments within the office.

**17:00**

Before you even realize it, it is 17:00 o'clock and the day is almost coming to an end (most of the time). You discuss the next day shortly with the EPCAS Project Manager and go through the checklist, because you have a meeting with the EPCAS President who is flying in from Madrid for an **update on current affairs** and the **upcoming events**.

Time to go home and take a hot shower and go through the day. You still think an office job is boring?



# ASSISTANT PROJECT MANAGER EPCAS

## ABOUT US

The European Event Caterer Association (EPCAS) is the platform connecting directors and owners of leading European event catering companies. EPCAS connects and supports European event caterers with current and valuable information. Besides caterers, also suppliers to the industry, (inter)national (catering) associations and collaborations partners (PR, Media & consulting companies) are involved in EPCAS. We want to improve the catering industry by connecting professionals and sharing knowledge. Over the years we have built a strong network of international caterers and related branches, for whom we organise multiple events and have set up multiple initiatives - for and together with our members.

## EVENTS

### GENERAL ASSEMBLIES

Twice a year (during Winter and Summer), we bring together 70 CEO's and owners of European event catering companies, as well as representatives of related branches who supply the event catering industry. During these 2,5 day programmes we bundle our expertise, exchange knowledge, find new inspiration, all accompanied by good food and drinks. Often, one of the EPCAS members co-hosts such an Assembly, and has the opportunity to showcase not only his/her company's

culinary style and ideas, but also represent his/her country's culinary culture as a whole.

### EUROPEAN EVENT CATERING ACADEMY

To further develop and retain high potentials in the catering and event industry, we have launched the European Event Catering Academy (EECA). Together with our partners, hospitality school Stenden Hotel Management School (Academic Partner) and international Learning & Development company Q-staff, twice

a year we organise a 2,5 day intensive, personal and inspiring training for the high potentials of our members in order for them to get ahead in their personal development, as well as their leadership skills.

### CHEFS ASSEMBLY

EPCAS hosts a Chefs Assembly for the chefs/kitchen professionals of our members. This is a unique opportunity for like-minded industry professionals to share knowledge and inspiration within their field of expertise.

To create a platform

To create transparency

To develop a quality label

To map the professional education

## GOALS

To influence European regulations

To join forces to reduce food waste

To provide insights

## WE OFFER:

*An internship with us is always tailor-made to your personal needs and requirements within the scope of your studies. Are you an organisational talent that wants to gain experience in setting up large-scale events and expand your network for the future? Then you found the right place!*

You will be working in a small team with young and passionate Hotello's. We provide many opportunities to build a strong network and to gain new and different insights while organising network events. Besides that, every Friday we close the week with a 'Friday afternoon drink' in the Remise. Here you learn more about other colleagues and departments in the Chateau.

## YOUR PROFILE

You are an independent worker with excellent communication skills and a Hotello state of mind (No '9 to 5 mentality') who is goal oriented, proactive, stress resistant, creative and flexible.

## REQUIRED KNOWLEDGE AND EXPERIENCE

- Advanced working proficiency (HBO, e.g. Hotelschool)
- Fluent in English, polished professional verbal/written communication skills
- In possession of a driving licence (B)

## CONTACT

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