



A DAY IN THE LIFE OF AN... ASSISTANT PROJECT MANAGER EMCUP

When you think an office job is boring, then Assistant Project Manager EMCup 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 EMCup 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 EMCup Project Manager are **jointly responsible** for this project from A to Z. You have the chance to **interact with all stakeholders** who are situated across Europe (and beyond), ranging from the students to the coaches, and from the members of the Business Jury to the caterer who facilitates the Award Dinner on Monday evening. Besides that you will **guide the creative process** of the (pre-)assignments, as you will be the **main contact** for all teams.

10:00

Around 10:00 you are checking and replying your e-mails and making a short list of to-do's for the day to come, making sure you are **always one step ahead**. Besides your laptop, post-it's will be your best friend during this internship.

11:00

It is 11:00, time for a banana. Your planning shows that there is an important deadline by the end of the week, regarding to the pre-assignments. Firstly, you are going to check which school handed in the assignment, which school hasn't? Secondly, you have to remind the participants and make sure they will hand-in all assignments on time. **Time management** and **focus** on planning and operations is crucial here. Besides that, **knowledge of and being interested in other cultures** is a plus.

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. You have a meeting with the Operations Manager and MECC Maastricht, where the official part of EMCup will take place on the second day. How many schools are participating, how many Business Jury rooms do we need, what kind of facilities would we like to use? During the meeting you have to take notes and **make sure that everyone is updated** on the agreed upon. After this meeting you have a quick check through the venue and drive back to 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 EMCup Project Manager and go through the planning, because tomorrow morning you have to update the Managing Director and the Office Manager on the **overall planning and operations**. Besides that, you are going to discuss the content and lay-out for the EMCup Yearbook with the Project Manager and Design Team.

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 EMCUP

ABOUT US

The EMCup is the annual competition amongst the best European Hotel Management Schools. Each school assembles a team consisting of 4 to 5 of their best students, accompanied by 1 or 2 coaches. The EMCup is aimed at 'I-do-dare-students', those who stand out from the crowd and show courage, entrepreneurship and a great level of commitment to the hospitality industry. It offers students the chance to make a difference with their vision and ideas, and challenges them to think out of the box about a real life topic.

EMCUP 2019

During the last edition, 36 reputable international Hotel Management Schools, from 15 different countries participated in the 11th edition of the European Mise en Place Cup. The students were judged by the Business Jury, consisting of more than 80 hospitality professionals from 44 different companies.

THE COMPETITION CONSISTS OF TWO PHASES:

The pre-competition: During the pre-competition the students prepare themselves thoroughly by collecting information, writing an academic paper on the theme and practicing their presentation skills.

The competition days in Maastricht, The Netherlands: The competition days themselves focus on quick thinking, content, presentation skills, creativity and teamwork. A business jury, composed of industry professionals representing various aspects of hospitality, assesses the teams and provides them with feedback.

Additionally the participating students have another important mission besides the competition: building a professional network. Networking is an important aspect within the EMCup, therefore networking opportunities between the business jury members, participating students and the deans are facilitated throughout the programme.

- To create and build long-lasting relationships
- To provide hands on experience
- To open up the horizon for education



- To build a bridge between schools and companies
- To connect young professionals to the industry

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

Stephanie Cleven - Office Manager - stephanie.cleven@servicecenter4h.com

ORGANISED BY

