



## ASSISTANT EVENT MANAGER

As Assistant Event Manager you are working together with an experienced Event Manager of the Hospitality Synergy Group events team. Your focus is on the overall operations and planning of several (networking) events. This includes supporting in the acquisition of new partners and relations, maintenance of existing relationships, administrative tasks, marketing & communication and (after) sales. You will get a very diverse internship with lots of exciting possibilities, activities and responsibilities. You will be welcomed to an energetic team that works hard and plays hard.

An internship with us is always tailor-made to your personal needs and requirements within the scope of your studies.

### *What do we offer you?*

Hospitality Synergy Group (HSG) is proud to offer a dynamic and challenging environment located in a fun and beautiful office in Maastricht. You will be working in a small team with young and passionate Hotello's who manage and bring together a wide variety of networks. We provide many opportunities to build a strong network and to gain new and different insights while organising several network events for the hospitality industry. Do you want to gain experience in organising large-scale events and expand your network for the future? Then you found the right place!

### YOUR PROFILE

- Hotello attitude of mind (No '9 to 5 mentality') Good communication skills
- Proper time management skills
- Organisational talent
- Goal oriented
- Proactive, stress resistant and team player

### REQUIRED KNOWLEDGE AND EXPERIENCE

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

## KEY TASKS

- Organisation of network events
- Coordination of external communication such as maintaining and nurturing relationships with members, partners, affiliated associations and other stakeholders
- Keeping track of the daily project administration
- Overall planning and operation of the event(s)
- Operational tasks during the events



### *Location*

Parkweg 28  
Maastricht

### *Education*

HBO  
e.g. Hotelschool

### *Department*

Internship, you can start at any time of the year, there's always plenty of events to organise

## ABOUT US

HSG manages and supports a variety of international networks and events for companies and professionals that are active in the European hospitality industry. Via a variety of labels and initiatives we connect over 9.000 hospitality professionals across Europe through live events, conferences, networking drinks, tradeshows, competitions and online channels. We continuously strive to improve and connect the industry by offering likeminded professionals the opportunity to exchange ideas, be connected, do business and share knowledge.



## CONTACT

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