

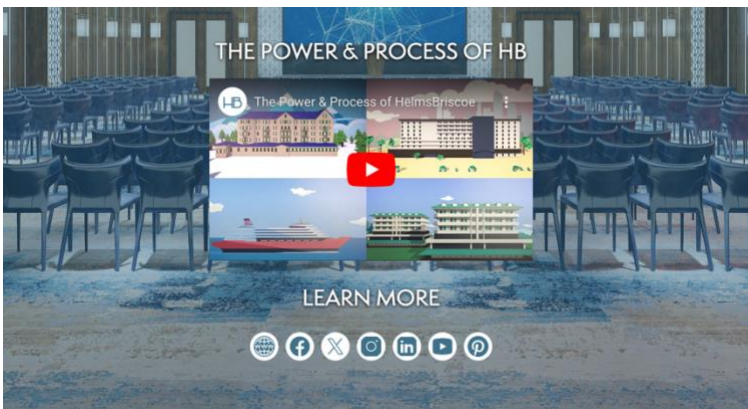
Assistant to Managing Director Benelux and France *as Independent Contractor*

COMPANY PROFILE

HelmsBriscoe has been recognized as the highest volume purchasing company in the meetings and events industry for more than 32 years. The Managing Director Benelux and France is looking for a Young Talent of the *Hotel Management School Maastricht* to assist him during 4-6 hours per week.

This is an ideal opportunity for an ambitious Student willing to earn a nice income, while learning everything about the meeting and events industry through [HelmsBriscoe](https://www.helmsbriscoe.com), the Global Leader in Meeting Procurement sourcing 36.500 meetings per year in 150 countries.

Your network will expand rapidly, guaranteed!

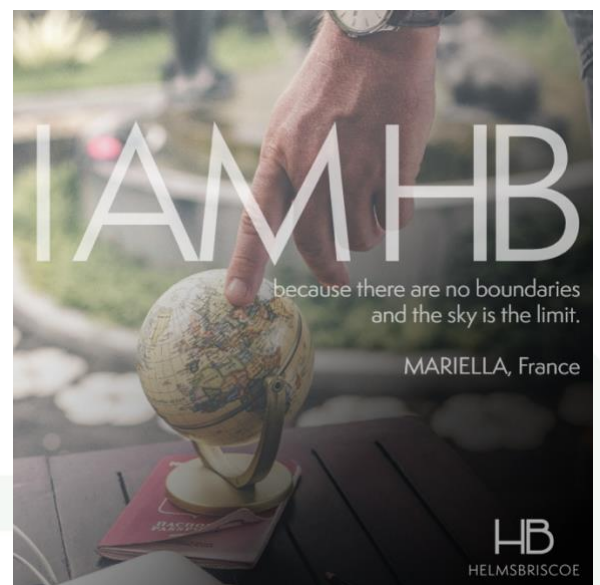


BUSINESS ACTIVITIES

The ideal candidate has a license to work as Independent Contractor (ZZP-er), has great administrative skills, eye-for-detail, is LinkedIn savvy and speaks English fluently. Knowledge of the French language is a plus.

Business Development, Recruitment & Retention

- ✓ Sourcing candidates to become HB Associate
- ✓ Managing candidate, associate and client databases
- ✓ Invitation management and organization of:
 - HB Client Events
 - HB Regional Meetings (live and virtual)
 - Annual Top Producer Event
- ✓ HB Client Proposals
- ✓ Business Trip planning
- ✓ Industry Relations with hotels, convention centers, convention bureau, DMC's and event companies
- ✓ Credit Management
- ✓ Attendance to industry events



Interested Young Talents are invited to send their resume and motivation to Joris Eyck – Managing Director, HelmsBriscoe via jeyck@helmsbriscoe.com.