



GC Corporation was founded in 1921 in Japan and has developed itself into one of the most prominent companies in the development, production and distribution of a very wide range of dental products. Since 1972 **GC Europe NV**, our European Headquarter is located at the Researchpark Haasrode in Leuven. GC Europe NV supports and leads our different sales offices and dealers. Our warehouse spreads our products to Europe and the Middle East. Next to this we produce some leading products for dental technicians.

We are currently looking for a:

Event Assistant

Purpose of the job:

GC Europe is looking for an Event Assistant for 6 months in preparation of one of the major dental events in Europe, IDS 2019, which will take place in March 2019 in Cologne, Germany. The Event Assistant will work closely with the Events & Hospitality Coordinator, and will be part of the IDS preparation team.

Main responsibilities:

- Support and oversee event specifics with all departments and vendors, clearly communicating the objectives and planning details regarding schedules, staffing, equipment rentals, logistics etc.
- Handle travel & accommodation for staff attending the fair and arrange all logistical aspects: booking of hotels, restaurants, catering, transfers for the participants
- Help setting up and dismantle the event efficiently through to completion
- Handle and follow contracts with suppliers
- Travel onsite for the fair
- Assist the Events & Coordinator with a number of other events, trainings and meetings in Leuven
- Support of the Hospitality Officer if needed

Requirements:

- Professional Bachelor is preferred, or equal to experience of 0 to 2 years
- Excellent command of English and Dutch, spoken French and/or German is a plus
- Strong computer skills (MS Office pack). You are customer oriented, proactive and attentive to detail
- You have strong organizational skills and can manage multiple priorities simultaneously

We offer you:

- (Temporary) Challenging job in a growing company
- Flexible hours
- Competitive salary

Interested?

Don't hesitate to send your CV and motivational letter to hr.gce@gc.dental
In case of questions, please contact our HR department through +32 16 74 13 18

