

Events Manager

Department:
Events

Location:
Brussels

Deadline:
16-11-2025

Country:
Belgium

Are you passionate about delivering events with excellence? Are you eager to join a creative and resourceful Events Team that drives change for its clients? If so, this could be your next career move.

You'll be part of our Events Team, a close-knit group of six creative and highly skilled specialists within Ecorys Belgium's Communications & Digital Unit. The team designs and delivers virtual, hybrid, and in-person events for European Institutions and international clients. Working in a collaborative, supportive, and fast-paced environment, the team shares a common goal: to deliver meaningful, high-quality event experiences that inspire and engage. We are recruiting for several positions.

About the Role

As an Events Manager, you will take a leading role in designing and delivering innovative events that combine creativity, precision, and impact. You'll collaborate with colleagues across Ecorys, external experts, partners and stakeholders to ensure the seamless management of events from concept to completion.

Key Responsibilities

- Drive collaborative design of event concepts and strategies.
- Lead the full event life cycle, from concept to completion.
- Manage and effectively coordinate multiple delivery teams made up of internal staff and external event experts, to deliver high quality results. Manage logistics and suppliers (e.g. venues, technical equipment, audiovisuals, travel, accommodation, catering, and online platforms).
- Act as the main client contact, ensuring satisfaction, high quality and seamless delivery.
- Drive and implement innovation in event design, formats and organisation.
- Contribute to business development by drafting relevant and compelling content and preparing detailed budgets for proposals to tenders. Negotiate budgets to ensure a profitable share.

Your Profile

You are a confident communicator with a passion for creating memorable, well-executed events. You thrive in a collaborative environment, enjoy managing multiple projects, and take pride in delivering results that exceed client expectations.

Requirements:

- Degree in event management, communications, marketing, or related field.
- 3+ years' experience managing online, hybrid, and in-person events.
- Excellent English (French or Dutch an asset).
- Strong knowledge of the EU event environment (Brussels experience preferred).
- Highly skilled in project coordination, client and stakeholder management, work winning and budgeting.
- Confident with Microsoft Office and experienced with event platforms (AI experience a plus).
- Proactive, highly organised, and willing to travel occasionally in Europe.

What We Offer

At Ecorys Belgium, you'll join a multicultural, international organisation passionate about creating positive change. We offer a stimulating, flexible, and learning-oriented environment where your ideas are valued.

Our offer includes:

- Competitive salary and benefits package
- Hybrid working (up to 2 days remote/week)
- Homeworking allowance & meal vouchers
- Private health, dental, and hospitalisation insurance
- Collective annual bonus
- Internet and mobile reimbursement
- Professional development opportunities
- A modern office in Brussels, near EU institutions

We value work-life balance and support our people to thrive personally and professionally.

Interested?

Apply via our online application form with your CV (cover letter optional).

Questions? Contact us at recruitment@ecorys.com.

The recruitment process will involve an interview and a test. Interviews will be held week commencing 17th November.