

Events Assistant

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 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 Assistant, you will support the planning and delivery of innovative events, helping to ensure they run smoothly and leave a strong impact. You'll collaborate with colleagues across Ecorys, external experts, partners and stakeholders to manage logistics, coordination, and creative contributions from concept to completion.

Key Responsibilities:

- Assist in planning, organising, and delivering events from concept to completion.
- Support logistics and suppliers: venues, catering, travel, accommodation, technical setup, and virtual platforms.
- Help manage participants, speakers, and stakeholder communications.
- Contribute to event concepts, proposals, and creative ideas.
- Keep up to date with event tools and technologies to enhance formats and experiences.
- Collaborate closely with multiple delivery teams made up of internal staff and external event experts, partners, stakeholders and clients to ensure high quality and seamless delivery.

Your Profile

You are enthusiastic, organised, and detail-oriented, with a passion for events. You thrive in multicultural environments, enjoy teamwork, and are eager to grow your experience in event delivery.

Requirements:

- A diploma or degree in event management, communications, marketing, public relations, or related field.
- Entry-level experience (internship or similar) in event management.
- Excellent English (French or Dutch an asset).
- Understanding of the EU event environment, especially Brussels.
- Strong organisational and coordination skills; ability to multitask effectively.
- Confident in Microsoft Office and familiar with digital event tools (AI experience a plus).
- Willingness to travel occasionally within Europe.
- Hands-on experience with physical, hybrid, or virtual events
- Attention to detail and commitment to high-quality delivery.

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 creativity and growth 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
- 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 consist of an

interview and a test.