



BAPP – the Belgian Association of Promotional Products – which brings together 170 Belgian and foreign members, is a dynamic and expanding Association. It is looking for a part-time Administrative and Commercial Assistant for its commercial support and the organization of its events.

Sales support:

- Communication and contacts with members and other players in the sector.
- Preparation and management of internal and external meetings,
- Monitoring and development of the Association's projects.

Events:

- Organization of events (Trade Shows, General Assembly, Business Club, etc.)
- Coordination of reservations and logistics
- Welcoming visitors and on-site monitoring.

Profile :

- You have a good knowledge of management, communication and/or event organization
- Preferably Dutch speaking or perfectly bilingual FR/NL. Good knowledge of English is a plus
- You are proficient in IT tools, in particular MS Office and possibly graphics tools.
- You have a team spirit, good interpersonal skills, and good communication skills.
- You can be autonomous and show initiative.

Offer :

- A varied job rich in contacts in a very pleasant sector.
- A permanent contract
- A part-time contract

Interested? Send your CV to Management@bapp.be
Each application will be treated confidentially.