

We are looking for you!

Who we are...

MediCongress was founded in 1987 and is a family business specialised in the organisation of medical congresses. MediCongress has already organised more than 700 congresses of 100 up to 5000+ participants all over the world.

Our customers are mainly national and international medical associations and universities and we support them for all their administration and logistic tasks.

Experience, enthusiasm and drive are our trumps to provide our customers and congress participants with a perfect service.



We are looking for

Intern Assistant Congress Manager

Job description

The intern will be involved in the organization of congresses and seminars. You will have direct contact with both clients and suppliers and work under the supervision of the Congress Manager. We are looking for students who are proficient in InDesign, Photoshop, and other Adobe programs. Design work is important to us. We seek a student who is perfectionistic and guarantees the quality of the organization. There is also a significant amount of administrative work involved. We are looking for someone with "people skills," a "problem solver," and someone who can think creatively and flexibly. There is a mix of congress and office work.

Your tasks & responsibilities

- You will help organizing medical and scientific congresses.
- You work together with the assistant congress managers & congress managers.
- You are responsible for processing the scientific program of the congress.
- You ensure there is always a plan B.
- You are responsible for the quality of the meetings.
- You are responsible for the profitability of the congress in line with the predetermined budget.

SKILLS

- You are fluent in Dutch, English, and French. (Spanish is an additional advantage)
- You can plan and organize very well.
- You can handle tight deadlines.
- You can work independently.
- You are customer-oriented.
- You can negotiate.
- You identify and seize opportunities.
- You are result-oriented and precise.
- You work methodically and can think strategically.
- You are communicative and assertive.
- You are stress-resistant.
- Experience in the medical sector is a plus.

Your profile

- You are a third-year bachelor's student seeking a 3-month internship.
- You are a team player with strong interpersonal skills.
- You communicate clearly and present yourself professionally.
- You have the ability to motivate and inspire others.
- You possess excellent knowledge of MS Office, particularly Word, Excel, and PowerPoint.
- You have a basic understanding of web technologies, e-newsletters, and all Adobe applications.
- You have a proactive mentality and are eager to support the team.
- You maintain a positive mindset.
- You thrive in a fast-paced environment.

We offer

- A very varied and flexible internship with the necessary challenges.
- You work for national and international clients.
- A young talented team.
- A job where you get responsibility.
- Medicongress is a renowned company within the congress world.
- A pleasant work environment in a modern office which is easy to reach: Noorwegenstraat 49, 9940 Evergem

Interested in this position of Administrative Assistant? Apply today!

Contact MediCongress: Lien Ysebaert lien@medicongress.com