

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, companies 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

Congress Manager - corporate events

Job description

We are seeking a highly organized and proactive Corporate Congress Manager to lead and manage the planning, coordination, and execution of corporate events. You will be the reliable helping hand for our business customers, turning their conferences into exciting and memorable experiences for participants. A fast-paced working environment with room for creativity is appealing to you.

This role will require a blend of strategic thinking, excellent project management skills, and the ability to work closely with senior leadership, vendors, partners, and attendees to ensure the successful delivery of high-profile corporate events that align with organizational goals.

You work under the guidance of the Operations Manager and Managing Director, joining a dynamic and supportive team of 6 enthusiastic Congress Managers and Assistant Congress Managers.

Your Profile

Education:

Bachelor's degree in Communication, Marketing, Event Management, Business Administration, or a related field.

Experience:

Minimum of 5 years of experience in event planning and management, with a focus on corporate congresses, conferences, and large-scale events. Prior experience in managing high-profile or multi-day corporate events is preferred.

Skills:

- Strong project management skills with the ability to manage multiple events simultaneously.
- Proven ability to handle complex logistics and adapt quickly to last-minute changes.
- Excellent written and verbal communication skills.
- Ability to work under pressure and manage tight deadlines.
- Exceptional organizational and multitasking abilities.
- Strong negotiation and problem-solving skills.
- Proficient in Microsoft Office
- Event management software (e.g., STOVA, Cvent, ...) is a plus.
- Understanding of event marketing and promotion strategies.
- Experience with budget planning and financial reporting for events.

Personal Attributes:

- High attention to detail and a commitment to delivering excellence.
- Positive mindset, with a strong team spirit & the ability to motivate team members
- Creative and innovative, with a solutions-oriented mindset.
- Flexibility and adaptability to changing priorities.
- Professional demeanor with a focus on customer service.

Additional Information:

- Occasional travel may be required for event site visits and on-site event management.
- Some weekend and evening work will be necessary, depending on the timing of events.

We offer

- Varied range of tasks
- Attractive salary with benefits
- Interesting job in a young and dynamic team with flexible hours
- Potential for growing further within the company
- The chance to work on high-profile events and gain valuable experience in the corporate event industry.
- Regular team-building activities, social events, and a positive, inclusive work culture.
- Access to training and development opportunities to enhance your skills and career prospects.
- A pleasant work environment in a modern office which is easy to reach: Noorwegenstraat 49, 9940 Evergem

How to apply?

Contact MediCongress: Lien Ysebaert // lien@medicongress.com