

Are you looking for a next step in your career? Do you want to be part of a vibrant, international team? INREV – a European Association for Investors in Non-Listed Real Estate Vehicles – is looking for an **Events Associate** to assist our events team. We are looking for a positive, creative, and hands-on individual with excellent communication and organizational skills, and a proven track record in event management.

About INREV

INREV is Europe's leading platform for sharing knowledge on the non-listed real estate industry. Our goal is to improve transparency, professionalism, and best practice across the industry, making the non-listed real estate investment industry more accessible and attractive to investors. We are a highly active association with just over 500 member companies worldwide. Our members include 90 of the largest institutional investors as well as 40 of the 50 largest real estate fund managers.

The INREV team is currently made up of 35 employees, with 31 in the Amsterdam office and 4 in the Brussels office. There is a strong sense of team motivation, collaboration, and excitement. New team members will be expected to share in this, contributing ideas on setting high service standards, expanding knowledge and awareness of INREV, and contributing to the association's high-quality services.

Our values are an important factor in the daily teamwork and operations and are described as follow:

- Entrepreneurial - We are creative, innovative, and resourceful and think beyond borders to get the job done
- Leaders - We strive to achieve the best, get things done and make a lasting difference for our community
- Family - We work together as a team and with our members in a professional and caring manner
- Inclusive - We take pride in being an oasis of diversity
- Passionate - We are proud of who we are, what we do and how we do it

Job description:

You will be part of the events team and you will be supporting the organization of the annual events calendar, a mixed offer between online events and (international) live events such as seminars, roundtables, and industry leading conferences. All events are organized for members only. Alongside the regular event offering we also organize a range of events specifically for Young Professional members up to 35 years old.

The role will, among others, include the management of the events registration process, as well as the management of all the logistics involved. With the online events the focus is on managing various online platforms, like Zoom and Teams. For the live events on location the focus is on venue / supplier management (hotel or event locations, AV suppliers, catering etc.).

You will be reporting to the Events Manager and Director of Events and Education and together with the events team you will be working in close co-operation with the other company directors as well as the Marketing and Communications department to ensure all activity fits within the team and overall strategy.

Responsibilities

- Support of / with:
 - events registration in CRM
 - setting up preparation calls with (keynote) speakers
 - speaker management and provide logistics support
 - managing local DMC agencies
 - venue finding for live events
 - preparation of online events in Zoom and Teams
 - preparation of materials for live events incl. badges, programs, and attendees' lists
 - managing Audio/Visual suppliers, liaise with AV-team onsite & ensure smooth operations
- Provide on-site support during live events such as managing the registration desk, liaising with hotel staff, and handling event attendee queries, providing support to speakers.
- Point of contact for event sponsors.
- Handle queries from members on upcoming events and training programs by email and telephone.
- Support the preparations of the weekly newsletter and other communications.

Your profile

- At least 2 to 3 years of working experience in the field of events management.
- Ability to liaise and communicate with the business stakeholders (company membership).
- Ability to liaise and communicate with different suppliers such as hotels, conference venues, DMC's and Audio-Visual suppliers.
- Excellent project management skills, proactive, very hands-on, sociable, and flexible.
- Excellent skills in working with Office 365 (Outlook, Word, and Excel).
- Good knowledge of online platforms like Zoom and Teams.
- Good knowledge of social media platforms like LinkedIn.
- Excellent communication skills both in writing and oral English.
- Experience in using CRM-systems.
- Self-starter, a team player who is capable to work independently and who is motivated to take ownership.
- Strong organization skills with outstanding attention to detail.
- Creative thinker, especially in approaching on-demand-challenges.
- Ability to work with tight deadlines on multiple projects.
- Assertive and strong communicator able to work with all stakeholders.

Terms

- Full time, 5 days a week, 40 hours.
- Based at the Zuid-As Amsterdam.
- Overnight travelling required – exact travel dates to be determined in advance.

We offer

- A superb opportunity to help shape our rapidly growing open & informal organization.
- A young, energetic, multicultural team and company.
- A dynamic work environment with a variety of activities.
- There is plenty of room for your own initiative and creativity.
- Career opportunities.
- A competitive remuneration package.

Does this job description excite you and do you think you meet the requirements. Feel free to share your resume to info@7beaufort.nl.