



ASSISTANT PROJECT MANAGER

Q-STAFF IS LOOKING FOR YOU!

An enthusiastic, flexible Young Talent, who is striving to get the most out of his / her internship and start his / her career with a great hands-on mentality. As Assistant Project Manager you are working together with a Project Manager of Q-staff. You are busy with the overall operations and planning of the training events. An internship as Assistant Project Manager is always 'tailor-made' to your personal needs and requirements within the scope of your studies.

Q-staff is an international leading Learning & Development specialist focused on developing people in hospitality. The partners of Q-staff vary from big hotel chains, local theatres or the restaurant at the corner of the street. The theme hospitality and people in the hospitality industry are topics that suit us. Together we turn vision into reality!

HUMAN TALENT MANAGEMENT

Human talent is the red thread throughout the organization and one of the key pillars of our organization. At Q-staff, human beings as talents are key. Developing this talent, building our culture, improving quality and sharing knowledge are among the primary processes of the organization.

ACTIVITIES

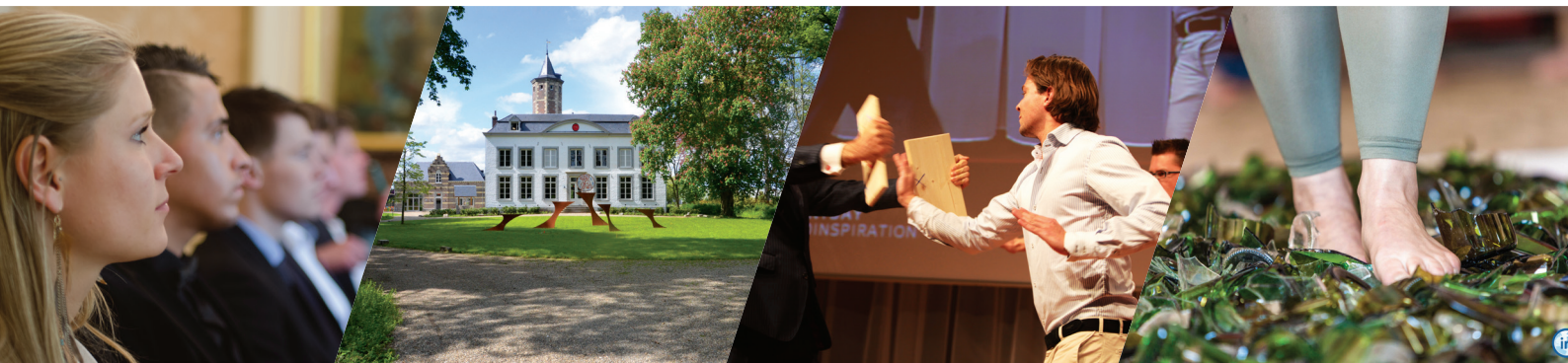
- Planning and organising events (large and small, single and multiple day)
- Creating and maintaining project plans
- Building up and finishing of the event locations
- Organize and optimize logistic processes, like a suppliers planning
- Communication with members, partners, affiliated associations and other stakeholders
- Building, maintaining and nurturing solid relationships with stakeholders
- Keeping track of the daily project administration, including creating and managing event budgets
- Analysing event operations and feedback, as well as preparing & implementing these recommendations for future improvement
- Maintaining and improving the quality, hospitality and efficiency

YOUR PROFILE

You are passionate about organizing events and projects focused on Learning & Development and always strive for success. You have a Hotello mentality (no 9 to 5) and are willing to roll up your sleeves to get the work done, a real hands-on mentality is necessary. Managing multiple tasks and projects simultaneously comes naturally to you, as you have excellent organizational, planning and time management skills. You are stress resistant, flexible and pro-active, a real problem solver, convincing with an eye for detail and respect for deadlines. In your communication, you are able to connect to people on multiple levels in an organisation either on the phone, face-to-face or via e-mail. You are a true team player that thrives in a fast-paced work environment, and working in a young, driven team that works hard and plays hard motivates you.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor degree (Hotelschool is an advantage)
- Excellent knowledge of Dutch and English, professional verbal and written communication skills
- Good knowledge of German is an advantage
- In possession of a driver's license (B)
- Living in or around Maastricht (or willing to relocate)



Q-STAFF OFFERS YOU

a challenging and international internship of a minimum of 5 months. You will be working in a team of driven and open minded colleagues with a passion for the hospitality. Learning & Development is our day to day business and this means that your development is key. We provide many opportunities to build a strong professional network and to gain industry insights. Besides that, you have the opportunity to follow several trainings to support your personal development. Based on a fulltime (40 hours) internship contract, the internship is €400.

ENTHUSIASTIC?

Want to meet the Q-staff team? Then send your motivation letter and your resume to office@q-staff.eu