

First, let us introduce ourselves because that's the most hospitable thing to do. Mise en Place We have been a fixture in the Belgian hospitality sector since 1994. Our mission is to train young motivated students so that they can start working in service or kitchen with the necessary know-how. What makes Mise en Place so special, is that we not only recruit students, but also actively invest in their development through the various training courses and events we offer.

'Together we proudly put energy in making friends and creating synergy'. As part of this mission statement, we provide our partners in the event- & hotel sector with quality staff at various events. Our mission translated itself into an extensive international network of partners and talents who, day after day, exude passion in everything they do.

JOB DESCRIPTION

We are looking for an all-round French speaking project manager for our office in Brussels. Your duties are not 100% fixed, but we can already tell you that they will be challenging, varied and - as much as possible - in line with your strengths. After a while, we will look at your qualities and ambitions to add to the range of tasks. What can you expect as a future project manager?

- You are responsible for planning the staff for various events. Thanks to your eye for detail, every schedule gets filled. You then ensure that everyone receives clear instructions and arrange transport for them.
- You are fluent in or a native French speaker, fluent in Dutch and English.
- You are the first point of contact in the office: you welcome everyone with a good mood and a smile!
- You provide the right atmosphere for our students. Coffee, biscuits and a nice chat? Or rather organise an activity ending with a beer? You are on standby!
- You enjoy a challenge from unexpected quarters during the working day .

- You are responsible for the recruitment and selection of new students.
- You handle projects from A to Z. From the first contact with the client to preparing the invoicing of the projects.

SKILLS

- Your enthusiasm and spontaneity is your greatest asset. You are known as a person who can make everyone smile again and again!
- You are multi-deployable: you work from A to Z with the right mindset.
- You are a real team player. Being able to tick off to-do's together energises you.
- You are fond of order and tidiness and take pleasure in contributing to this yourself.
- You meticulously follow up on agreements made.
- You are eager to learn and like a bit of a challenge.
- You are fluent in or a native French speaker, fluent in Dutch and English.

- You are flexible and generally work throughout the day. However, if a meeting, party or outing is on the agenda in the evening, you are happy to work a little longer.
- You have a hands-on mentality and are always ready to roll up your sleeves....

OFFER

You will join a young, dynamic company where the happiness of the employees is always at the centre. Here, you will be immersed in a nice atmosphere where you can enjoy various fun events, after-work drinks, outings and so much more. The many career opportunities that Mise en Place has in store for you will enable you to aspire to your personal and professional ambitions in the workplace. To this end, we will work out a personal path with you. You will receive a 6-month, 40-hour contract with 12 days off work, followed by a permanent contract. All this is complemented by hospitalisation insurance, meal vouchers, telephone subscription, laptop and other extra legal benefits.

Sounds good? Let's sit down together and have a coffee! Be sure to send your motivation and CV to william@miseenplace.be