

Job Vacancy People Project Manager

Full-time 40 h/week – permanent position in the events sector

Are you a natural organiser, with strong people skills, a commercial touch and a passion for events?

The Frontline Company is looking for a **People Project Manager** who gets energy from human contact, planning and projects that need to be perfectly organised.

Do you love the pace of events, the elegance of hospitality and the satisfaction of a team that works perfectly together? Then we would love to meet you.

We are a Premium People Agency based in Wilrijk and provide outstanding teams for more than 1,000 events every year in Belgium and abroad: trade fairs, the Motor Show, congresses, B2B events, festivals, roadshows and VIP hospitality.

What do you do as a People Project Manager?

You are the driving force behind strong event teams. You keep the overview, respond quickly and ensure that clients, Frontliners and projects fit together perfectly.

-  **Planning:** you match the right Frontliners with the right assignments and keep the planning firmly on track.
-  **Recruitment:** you spot talent, conduct interviews and make sure every Frontliner fits our style, service and quality level.
-  **Briefings:** you translate client expectations into clear and motivating instructions.
-  **Client contact:** you build a relationship of trust through smooth, professional and personalised communication.
-  **Administration:** you ensure the correct follow-up of contracts, dimonas and practical agreements.
-  **On-site:** you feel the energy of events, are regularly present on-site and take part in the standby duty role.

Who are we looking for?

-  You have experience in the events sector and fully understand what high-end hospitality means.
-  You are looking for a **permanent full-time position** with variety and responsibilities.
-  You communicate easily in **Dutch, French and English**.
-  You are highly organised, solution-oriented and remain calm when the pace picks up.
-  You inspire **trust**, communicate with ease and know how to naturally motivate people.
-  You work easily with Office, social media, Canva and digital tools.
-  You have an elegant and professional appearance and are mobile thanks to your category B driving licence.

What do you get in return?

-  A **permanent full-time position** in a dynamic events environment where no two days are the same.
-  A warm, family-like working atmosphere within a motivated team that wants to move forward together.
-  Plenty of variety, responsibility and a visible impact on memorable events.
-  **A fair salary package with hospitalisation insurance and group insurance; mobile phone, fuel card and car negotiable.**
-  Room for training and personal development.

Ready to become the driving force behind strong event teams? Apply today and help create powerful, impactful events!

Interested in this role? Send your CV, motivation and a few recent unfiltered photos to peter@thefrontlinecompany.be