



## MARKETING PROJECT MANAGER

**Company:**  
European Travel Commission

**Job Type**  
Full Time

**Location:**  
Brussels, Belgium

**Years of Experience**  
3+ years

**Industry**  
Tourism

**Education Level**  
Professional

**Contract type**  
Temporary duration 12 months  
(Possible extension)

**Salary**  
€ 40.000 brut

## ABOUT THE EUROPEAN TRAVEL COMMISSION

Established in 1948, the European Travel Commission (ETC) is a non-profit organisation headquartered in Brussels. Its role, on behalf of its 39 members, both National Tourism Organisations and private companies, is to promote tourism to Europe from long-haul markets, produce market intelligence and facilitate the sharing of best practices in tourism. The organisation also engages in advocacy actions to promote the importance of tourism as an engine for the European economy, and to create advantages and remove disadvantages for the travel industry in Europe.

## JOB SUMMARY

The European Travel Commission is recruiting a **Marketing Project Manager** for its headquarters in Brussels. This is an exciting opportunity for a highly motivated professional who thrives on tourism-related projects and working with institutions and international organizations. The position is for one year (12 months), renewable.

The **Marketing Project Manager** works within the Marketing and Communication Department of the organization and performs duties as assigned by the Head of Department. The Marketing Project Manager is responsible for the management and administration of projects in the field of destination marketing and advertising.

Main responsibilities include, but are not limited to:

- Implementation of the annual marketing programme of the organization in cooperation with other team members.
- Plans, organizes and coordinates participation in events (fairs and exhibitions, workshops, road shows) targeted towards the travel trade and end consumers in international markets.
- Assists in the organisation and follow-up of meetings; that includes: identifying appropriate venues and requirements, preparation of programmes, sourcing of experts, management of delegation, etc.
- Liaises with suppliers to ensure a centralised and coordinated implementation of projects.
- Communicates with colleagues and partners to ensure that a quality service is provided to internal and external stakeholders, primarily National Tourism Organisations and European Institutions.
- Assists in the delivery of special projects as delegated by the Head of Department.
- Provides support in media relations and PR (internal and external).
- Manages assigned corporate communication and content development activity.
- Keeps the project documentation up to date.
- Keeps contact databases accurate and up-to-date.
- Produces periodic reports as required by the Head of Department and/or the Executive Director.
- Performs general administrative tasks.

## COMPETENCIES

Specific to job	Personal attitude
University qualification in marketing, communication, tourism or equivalent.	Ability to multi-task and perform well under pressure with excellent time management.
At least 3 years' experience in project management, preferably in the field of travel and tourism.	Creative and innovative ability with attention to detail.
Excellent English skills (verbal and written) and knowledge of Chinese language are essential. Knowledge of other European languages is a plus.	Analytical, planning and evaluation skills.

Understanding of the European travel and tourism industry, destinations, brand image and products.	High level of adaptability in a continually evolving environment.
Computer literacy in Microsoft Office software and understanding of digital marketing and communication tools (web, social media, etc).	Self-initiative and accountability.
Knowledge of project management tools and the methodology used for planning projects.	Strong team orientation with a willingness and preparedness to share and seek information, knowledge, help and support both within ETC and with a wider audience.
Well developed communication skills: able to sell ideas.	Ability to understand, respect and interact with people of different cultures and background. Diplomacy.
Confidence to represent the organization at senior levels.	Willingness and flexibility to travel as required.

## HOW TO APPLY

If you meet the criteria outlined above, please send your cover letter and CV (in English) before 15<sup>th</sup> January 2017 to:

Mr Eduardo Santander  
Executive Director/CEO  
European Travel Commission  
Rue du Marché aux Herbes 61  
1000 Brussels, BELGIUM

By email: [eduardo.santander@visiteurope.com](mailto:eduardo.santander@visiteurope.com)