



TCR Group – Event & Communication Coordinator



Event & communication coordinator

The opportunity

As our new **Event & Communication Coordinator**, you'll be at the heart of our marketing efforts, reporting to the Marketing & Communication Manager and collaborating with teams across TCR's global network. In this dynamic role, you'll take ownership of internal and external events, communication content, and creative coordination, playing a vital role in promoting our brand and supporting our marketing strategy. We're looking for a proactive and experienced go-getter with an eye for design, strong organisational skills, a talent for writing, and the flexibility to support international colleagues with empathy and a smile.

A snapshot of what you will be doing here

• Event organisation:

- Coordinate and execute internal and external events aligned with brand strategy, ensuring they are delivered on time, within budget, and with impact.
- Manage logistics, creative support, planning, and vendor coordination for events.
- Travel to and support onsite execution and coordination of key events, including setup and teardown when needed.

• Global marketing support:

- Provide hands-on support at key events, ensuring professional and timely execution.
- Collaborate with colleagues around the globe to support local marketing and expo needs remotely, with empathy and a helicopter view.

• Internal & external communication:

- Support internal communication initiatives, including newsletters and intranet content.
- Maintain and update the TCR website, consulting with external partners when needed.
- Write engaging short-form content for platforms like LinkedIn.
- Create or adapt visual content and marketing materials, applying a keen design sense (basic design skills required)
- Act as the go-to person for coordination with external designers and creative partners.

• Collaboration on marketing strategy:

- Contribute to the execution of the global marketing strategy with structured follow-through.

• Additional support:

- Assist the Marketing & Communication Manager and, in exceptional cases, provide support to the personal assistant.

We are looking for an individual who:

- Brings 3–5 years of relevant experience in event coordination, marketing, or communications.
- Has a strong eye for design and experience working with creative professionals or agencies.
- Can create and adapt visual content using basic design tools (e.g., Canva, Adobe InDesign, or similar)
- Writes fluently and creatively, with the ability to craft short, engaging content (e.g., for LinkedIn)
- Is highly organised, structured, and able to meet deadlines in a fast-paced environment.
- Communicates effectively and collaborates well with diverse teams across borders.
- Is collaborative, flexible, and a true team player who gets energy from helping others succeed.
- Has a hands-on mentality and a proactive, go-getter attitude.
- Can work independently while keeping the bigger picture in mind.
- Is fluent in English; Dutch or other languages are a plus.
- Has a positive mindset and the ability to adapt quickly to changing needs and priorities.

♥ **We think you will love working with us**

- Join a leading international team, headquartered in Belgium.
- Be part of a dynamic and forward-thinking marketing and communication team driving innovation in the aviation industry
- Enjoy streamlined decision-making processes where your contributions matter.
- Work in a global, multicultural environment with opportunities for professional growth
- Take part in fun team activities—golf initiations, darts tournaments, and Thursday drinks!
- Enjoy 30 days of holidays for a great work-life balance.

Our company

At TCR Group, we are pioneers in Ground Support Equipment (GSE) solutions for the aviation industry. We provide rental, leasing, and maintenance services, ensuring reliability at over 200 airports worldwide. With our headquarters near Brussels and a team of 1,700 employees, we are a trusted global partner, delivering operational excellence and innovation.

Do you think we could be a match? We look forward to meeting you!

If you're passionate about communication, enjoy creating impact through design and events, and love being a connector in a global team, we'd love to hear from you!

Please note: We kindly request that agencies and recruiters refrain from contacting us about this job posting.