



TCR Group – Event & Communication Coordinator

We are hiring

□ The Opportunity

As an Event & Communication Coordinator you report to the Marketing & Communication Manager. You work with colleagues at our headquarters and in the different countries we operate in. You are responsible for executing event plans that promote TCR's services to existing and potential customers through external and internal events.

For this position, we are looking for a highly motivated and open-minded colleague who loves a fast-paced environment and international contacts. Next to this you are a talent in organising, planning, and communication.

□ A snapshot of what you will be doing here

1. Efficient & timely Event Organization:
 - Coordinate TCR's presence at events execution based on brand marketing strategies to achieve measurable outcomes within budget and deadlines.
 - Manage all event-related activities, including logistics, creative support, budgeting, staffing plans and more.
 - Collaborate with internal teams and external vendors to ensure smooth

execution of events.

- Travel to and support onsite execution and coordination of key events, including set up and tear down when needed.
- Provide organizational and administrative support.

2. Internal & external communication:

- Assist in executing internal and external communication and marketing initiatives.
- Oversee content placement on the TCR website, ensuring quality and coordinating with external website maintenance teams for updates and troubleshooting.
- Help coordinate internal communications and newsletters produced by the marketing team.
- Assist in gathering materials for external communications.

3. Global Marketing Support:

- Respond to marketing-related inquiries from colleagues worldwide and follow-up on services-related questions.

4. Collaboration on Marketing Strategy:

- Work closely with the Marketing and Communication Manager in executing the group's overall marketing strategy.

5. In exceptional cases:

Provide backup support for the personal assistant and the Marketing & Communication Manager.

□ We are looking for an individual who:

- Typically has about 2 years of experience in a similar function.
- Is proficient in social media: platforms, channels (on- and offline), advertising and content, and measurement.
- Strong project management and organizational skills.
- Effective communicator, able to collaborate across different functions.
- Detail-oriented, with the ability to bring structure to chaotic situations.
- Proactive and driven, taking initiative and ownerships of tasks.
- Creative, with a knack for coming up with original and innovative ideas and solutions.
- Proficient in MS Office 365 (Excel, Word, PowerPoint), knowledge of

photoshop is a plus.

- Fluent in English, and Dutch, both spoken and written, French and any extra other language is a plus.

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

- You will work with a top international team, headquartered in Belgium.
- We operate with streamlined decision-making processes, placing our employees at the core of the company's success and embodying our company values (integrity, open-mindedness, accountability, passion).
- At TCR, we strongly believe in fostering entrepreneurship among our people.
- You have the capability to adapt and drive change where necessary.
- Since 1999, we have been pioneers in promoting sustainability within the aviation industry.
- We organize enjoyable team activities such as golf initiation courses, darts tournaments, 'dog at the office' days. And we love our drinks on Thursdays.

▢ **Our company**

At TCR Group, we're dedicated to revolutionizing the aviation industry by providing integrated solutions for Ground Support Equipment (GSE). Our comprehensive offerings include GSE rental, leasing, and maintenance services. With our headquarters located near Brussels and a team of approximately 1700 employees, we boast a global operational presence spanning over 200 airports across America, Europe, Asia Pacific, and the Middle East. Our relentless commitment to excellence has established us as a trusted partner for our customers worldwide.

▢ **Do you think we could be a match? We look forward to meeting you.**

If you're passionate about marketing, love communication, and have a knack for organizing unforgettable experiences, hit that apply button – we can't wait to meet you!

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