



## OPERATIONS & EVENTS ANGEL

### ABOUT BECENTRAL

BeCentral is an iconic digital campus located in Brussels Central Station. Cofounded & backed-up by more than 40 entrepreneurs, we're on a mission to close the digital skills gap and to accelerate Belgium's digital transformation.

We host 150 entrepreneurs in our 3000-sqm campus, working for ~40 resident initiatives (digital schools, start-ups and NGO's). Over the last year, 12 500 people have benefited from a learning or inspiration programme delivered by one of our residents. Our ambition going forward is to impact 100 000 people, in our campus of the Central Station and outside these walls.

### ABOUT THE POSITION

The operations & events angel will be in charge of :

- 1. Ensuring optimal experience of campus facilities**
  - Make sure common areas clean and neat
  - Continuously improve facilities and residents experience
  - Assist other team members when needed
- 2. Assisting in event logistics**
  - Prepare facilities for events : set up, break down, organize, and maintain rooms
  - Provide support to client before and during event
  - Ensure follow-up of planning independently
- 3. Providing operations support**
  - Manage stocks (drinks, printers, consumables)
  - Liaise with outside providers
  - Continuously improve operations efficiency

### WHAT WE ARE LOOKING FOR

- Hands-on & dynamic attitude
- Written & spoken fluency in English, French and / or Dutch
- Entrepreneurial & versatile mindset
- Ability to work efficiently in team, with partners and with autonomy
- Interest in digital learning & entrepreneurship

### WHAT WE OFFER

- A vibrant work environment, at the very heart of Belgium's tech ecosystem
- The ownership of responsibilities in a fast-growing company, with the opportunity to grow in the role
- Being part of a funky team

### INTERESTED?

PLEASE send your C.V. and cover letter to [laurent@becentral.org](mailto:laurent@becentral.org), prior to Nov 15 2018  
Job start date : Jan 7 2019