

## Xpo Group – Operations Manager

### Operations Manager

Are you an organizational talent with a passion for logistics and events? As **Operations Manager**, you are the key figure behind the flawless set-up and take-down of our exhibitions.

You coordinate the logistics, the various suppliers and the decoration and ensure that everything is organized down to the last detail. Not only in the preparation, but also on site you are present to make sure everything runs smoothly.

You do this for a number of fair editions of Architect@Work (an **international fair** presenting the latest developments in **architecture** and **interior design**) and Nordbat in northern France.

#### Your duties in a nutshell:

##### Planning & coordination

- You will draw out the final exhibition plan and determine set-up and take-down timings.

##### Supplier Management

- You negotiate with external suppliers for electricity, water, carpeting, booths, furniture, cleaning and internet.
- You arrange everything around waste management, storage areas and parking facilities.
- Together with our FOI team, you ensure the smooth installation of registration units.

##### Setup & Decoration

- You will give the entrance, registration points and fair office a professional look.
- You coordinate signalization such as LED screens, flags and exhibition plans.

##### Peripheral Activities

- From seminar rooms to innovation platforms and tastings: you take care of the perfect decoration.
- You organize stages for presentations, fashion shows and other acts.
- You arrange transportation, hotel accommodation and welcome packages for participants.

### Your profile

- You have a bachelor's degree.
- You are able to communicate smoothly in Dutch, English and French.
- You are a born planner with an eye for detail.
- You have experience in event organization or logistics.
- You have strong communication skills and stress resistance.
- You are a real team player who knows how to get things done.

- You are willing to travel regularly to international trade fairs.

## What do you get at Xpo Group?

**With us, you work in a Great Place To Work - and you can feel it!**

We do not only offer a full-time permanent contract with a competitive salary, but also lots of extra benefits:

**We've got you covered:** hospitalization, disability and group insurance.

✓ **Useful extras:** meal allowance and eco cheques.

**Jingle bells:** 5 extra vacation days during the holidays.

**Mobile and carefree:** a company car with fuel card or charge pass.

**Not an early bird?** Thanks to our flexible working hours, you decide your own start time.

**Hybride work:** work from home up to 2 days a week for the perfect balance.

**Keep growing:** with our extensive training program, you will never stand still.

♀ **Fun during your workday:** have lunch in our cozy cafeteria, play a game of ping pong or darts and join our fit & healthy activities.

**Work hard, play hard:** from afterworks to legendary company parties - colleagues become friends!

**Ready to be part of our team?** With us you will find not only a job, but also a workplace where you will come to every day with a smile.

<https://www.kortrijkxpo.com/>