



**Invest Europe** Invest Europe is the association representing Europe's private equity, venture capital and infrastructure sectors, as well as their investors.

Our members take a long-term approach to investing in privately held companies, from start-ups to established firms. They inject not only capital but dynamism, innovation and expertise. This commitment helps deliver strong and sustainable growth, resulting in healthy returns for Europe's leading pension funds and insurers, to the benefit of the millions of European citizens who depend on them.

Invest Europe aims to make a constructive contribution to policy affecting private capital investment in Europe. We provide information to the public on our members' role in the economy. Our research provides the most authoritative source of data on trends and developments in our industry.

Invest Europe is the guardian of the industry's professional standards, demanding accountability, good governance and transparency from our members.

Invest Europe is a non-profit organisation with 25 employees in Brussels, Belgium.

For more information please visit [www.investeurope.eu](http://www.investeurope.eu)

For its Head office situated in Brussels, we are looking for a (m/f):

### **Training Officer**

#### **Your role :**

Invest Europe offers training courses for professionals working in the private equity industry. These courses are offered in three formats- Live, in-person classes, live online training courses and on-demand e-learning.

As part of its plans to expand the training courses on offer, Invest Europe is hiring a full time Training Officer. This position is a new role within the organisation.

The Training Officer will work under the supervision of the Training Manager on coordinating live online and in-person training courses.

The Training officer will be involved in all training activities, from marketing a training and helping members with the registration process through budgeting, logistics and running of the courses in person or online. The Training officer will be expected to gradually take the lead and further develop the training marketing activities.

Bénédicté Gathy – Member of HR Place – [benedicte@becomm.biz](mailto:benedicte@becomm.biz) - +32 496 28 51 88 – [www.hrplace.be](http://www.hrplace.be)

**Your main duties consist of:**

- Customer service, including correspondence & assistance with registrations, including group registrations
- Follow up on logistics and planning with participants
- Logistics planning & coordination of live online training courses
- Logistics planning & coordination of live on-site training courses in Europe
- Back up on speaker logistics & management
- Training website content upkeep
- Marketing support for all training offerings, including follow up on individual and group registration queries

**Your profile:**

- Bachelor's degree
- 2-3 years of experience in the areas of customer service, organization
- Fluent in English – oral and written
- Excellent organisation & time management skills
- Strong communication skills
- Marketing experience is a plus
- Enthusiastic and comfortable working as part of an international team

**Why apply ?**

- You will hold a key position in the world's largest association of private capital, which allows space for ideas and autonomy.
- We offer you a permanent contract with an attractive salary along with very favorable extra-legal advantages.

**Interested ?**

Send us your **CV and letter of application** directly to [benedicte@becomm.biz](mailto:benedicte@becomm.biz).

Your application will be dealt with in the strictest confidence and in compliance with the protection of privacy act.