

On behalf of the Federal Ministry of Food and Agriculture, Hamburg Messe und Congress GmbH (HMC) is organizing the German Garden at Floriade Expo 2022 in Almere, the Netherlands. The International Horticultural Exhibition with the theme "Growing Green Cities" will take place from April 14th to October 09th, 2022. The motto of the German Garden is "BIOTOPIA – Growing Community". For the realization of the German Expo-participation we are searching for an:

Assistant to the Directors (m/f/d) German Garden – Floriade Expo 2022

Tasks:

- Assisting the directors in the overall implementation of the German Garden
- Coordination with other management areas (press, protocol, HR) on a regular basis
- Communication with the Expo-organizer on a regular basis
- Communication with relevant German authorities (Federal Ministry of Food and Agriculture, German Embassy, partner organizations)
- Supervision of service providers
- Warehouse and logistics management
- Assistance with the coordination of the staff as well as other organizational-administrative tasks and general process coordination

Place and Period of Employment:

You will work for the German Garden at Floriade Expo 2022 in Almere, the Netherlands. The assignment will take place from approximately **March 15th until October 15th, 2022** and includes a training phase from **March 15th until April 12th, 2022**. The average working time is expected to be 40 hours per week and includes work on weekends and public holidays.

Requirements:

- Fluent German and English language skills in word and writing (min. C1), knowledge of Dutch and other foreign languages is an advantage
- Experience in the organization and execution of events (Expo experience is desirable)
- Good knowledge of MS Office
- Very good communicational skills
- Independent, structured and forward-looking way of working
- Friendly and confident appearance, even in stressful situations
- Flexibility, reliability and ability to work in a team
- Well-groomed appearance

We offer you the unique opportunity to work and live in an exciting and international environment in the Netherlands as part of Germany's Expo-participation for a few months. Travelling costs to and from Almere as well as staff clothing will be borne once by the employer. On-site accommodation will be provided optionally. You will also receive a reasonable monthly salary.

Please note that for this position we only consider applicants who are available for the entire working period, including training phase. You will be employed by an HR service provider and not by HMC. The Expo-organizer may request staff to be vaccinated against SARS-CoV-2.

If you are interested, please submit your application in German **by e-mail** until **December 5th, 2021** including cover letter, CV and further informative documents, e.g. employment and language certificates, to: staff@floriade2022germany.com. Job interviews are expected to take place in Hamburg, Amsterdam or digitally in December 2021 and January 2022.

If you have any questions, please contact:

Ms. Christina Gaats, Deputy Director German Garden
Phone: +49 (0)40 3569 2298, E-Mail: staff@floriade2022germany.com

You can find impressions of the German Garden at Floriade Expo 2022 on our homepage www.floriade2022germany.com and on our Instagram channel [@floriade2022germany](https://www.instagram.com/floriade2022germany).