

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:

Assistants to the Directors for Protocol Tasks (m/f/d) German Garden – Floriade Expo 2022

Tasks:

- Assisting the directors with the organization and reception of delegations and VIP visits, as well as guest relations within the German Garden
- Assistance with the organization and execution of events (e.g. opening day, German National Day, Day of German Unity, etc.)
- Assisting the cultural agency with the accompanying cultural program
- Organization of visitor programs (e.g. Expo site, Amsterdam)
- Assistance with the coordination of the car fleet
- Assistance with the shift planning of drivers and VIP-hosts and -hostesses
- Assistance with 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 Dutch, German and English language skills in word and writing (min. C1), knowledge of other foreign languages is desirable
- Experience in VIP-guest handling
- Experience in the organization and execution of events
- Very good communicational skills
- Organizational talent paired with personal dedication
- Independent, structured and forward-looking way of working
- Friendly and confident appearance, even in stressful situations
- Flexibility, reliability, discretion and ability to work within 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).