

Orac Decor – Events & Office Coordinator

Events & Office Coordinator

Where every detail matters, and every person feels welcome

You thrive when there's a lot going on. You spot and fix problems before anyone else notices. You make people feel welcome without having to think about it. And you get a quiet thrill from a perfectly run event or a day where everything just... flows.

If that sounds like you, read on.

About Orac

At Orac, we believe every wall is a blank canvas. Where others see a flat surface, we see a world of possibilities. Welcome to the world of Orac. The world of architectural elements, made for walls.

We are a family-owned Belgian company that has been a leader in architectural elements for walls for over 50 years. From our headquarters in Ostend, our innovative products are available across Europe, from Paris to Köln, London, Barcelona, Slovakia, Lecco, and beyond.

Our commitment to sustainability is at the heart of everything we do. We strive to make a positive impact not only today but also for future generations. Sustainability is a core value that guides our choices—choosing the good one for our planet, people, and community.

We believe in a world in which digital technologies and data enhance the customer experience. A solid digital backbone combined with strong local teams is a powerful mix for our growth.

Your responsibility

This is a dual role at the heart of Orac. Part events, part keeping our office running smoothly.

On the events side, you'll coordinate everything from intimate product launches to larger hybrid events, keeping cool when things don't go to plan. On the office side, you're the first face visitors see and the person who keeps the day running smoothly.

You're not just keeping things organized. You're creating atmosphere. You're making colleagues feel at home and making visitors feel like they've just walked into Europe's most inspiring interiors brand. Because they have.

Events Coordination

- Plan and coordinate live, hybrid, and online events in close collaboration with the marketing team
- Book venues, catering, suppliers, and manage all practical details
- Coordinate guest lists, registrations and event communication

- Be on-site during events: set-up, making guests feel welcome, brief team and solve last minute issues
- Manage vendor relationships, ensuring all arrangements are done smoothly and on time
- Help track event budget and basic metrics like attendance and satisfaction

Workplace Coordination

- Be the first point of contact at the office: welcome visitors, answer calls, help the team with day-to-day questions.
- Ensure the office environment is aligned with the brand: stylish and guest-ready at all times
- Arrange travel and accommodation for employees and visiting customers from across Europe.
- Coordinate with facility and supplier contacts (maintenance, office supplies, catering)

Who you are

You're early in your career but already operate like a pro. Organized, warm and proactive. The kind of person who sends the follow-up before anyone asks, and who takes pride in the details others overlook. You care about making spaces and experiences feel right.

As the face of Europe's interior leader, you carry that role with pride. From how you greet our visitors to which coffee the Oracians start their morning with. You create atmosphere, effortlessly.

- A degree in events, office management, communication or similar. Or you've built equivalent experience through internships, student jobs or your first role
- A genuine interest in design, interiors and beautiful spaces
- You like to make things nice and organized. The office, the meeting room, the event layout. All of it
- Highly organized, proactive and solution-oriented.
- A strong service mindset and natural warmth with people
- Excellent attention to detail. From the big picture to the small touches
- Calm under pressure and able to meet deadlines
- Fluency in Dutch, English and French
- A natural ease with digital tools
- Flexibility to occasionally work an evening when events demand it

And of course, our offer to you...

- A dynamic role at the heart of our company. You will have early access to news, events, and product launches before almost anyone else
- International exposure: working with colleagues and customers across Europe gives you real insight into how a global business operates
- A family atmosphere. We call ourselves Oracians for a reason
- Colleague discount from day one; because once you see our products, you will want them for your own walls
- Competitive salary, year-end bonus, holiday pay, meal vouchers, bicycle lease plan, group insurance, DKV hospital insurance for you and your family

- A stable, growing company where your contribution truly makes a difference.

PASSION, INSPIRATION and LOYALTY are our values. Join a dynamic company with a fun and stable working environment. We would like to welcome you to our ORACIAN family!

What the First 90 Days Look Like

By month one, you've owned the basics and supported your first event. By month two, you're coordinating logistics independently. By month three, you're running small to mid-size events end-to-end. And you've probably already improved at least one process along the way.

Sound like you? We'd love to hear from you!

Drop us your CV and we'll get back to you within a week

<http://www.oracdecor.com>