



Project Manager Assistant

Location: **Brussels, Belgium**

Are you ready to take your career to the next level?

Do you thrive in environments that challenge and inspire you?

Would you like to grow within a team that values both excellence and enjoyment at work?

Taleo Consulting is an international management consulting group with offices in **France, Luxembourg, Belgium, The Netherlands, Switzerland, Spain, Singapore, Portugal, and Italy.**

We've grown into a team of **450+ talented professionals** across **10 offices worldwide**, partnering with leading organizations in **Financial, Life Sciences, Retail, and Energy** - Sectors, to drive transformation and deliver lasting impact.

At Taleo, you'll find more than just a job. You'll join a community of ambitious consultants who share a passion for growth, innovation, and teamwork. Together, we create an environment where you can develop your skills, take on new challenges, and truly make a difference.

What Will You Do?

At Taleo Consulting, we believe that **our growth starts with our people**. When our consultants thrive, so do our clients.

Motivated, curious, and passionate professionals make a real impact, not only on their own careers but also on the success of the organizations they support.

We're looking for individuals who **embody our values** and help us foster strong, trust-based relationships with both our **clients** and our **teams across the globe**.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for a Project Manager Assistant to join our journey.



Working for one of our clients specialized in the industry , you will :

- You will support a Project Manager specialized in electronic security solutions (CCTV, ANPR, access control, etc.) and work closely with him on strategic security deployment projects
- Support the Project Manager in day-to-day operational activities
- Assist with project planning, scheduling, and progress tracking
- Contribute to requirement analysis and ensure compliance with technical specifications and tender documents
- Participate in the implementation and rollout of: CCTV systems, ANPR (Automatic Number Plate Recognition) solutions, Access control and other electronic security systems
- Coordinate with technical teams and follow up on on-site activities
- Prepare reports, documentation, and project deliverables

Experience/Qualification/Soft skills

- Engineering graduate (mandatory) – ideally a recent graduate
- Junior profile, motivated, adaptable, and eager to learn
- Versatile, well-organized, and capable of handling a high volume of work
- No strong technical background required, but an interest in security systems is a plus
- French: fluent
- Dutch: fluent

We attract top talent and empower them with the right environment to excel and drive collective success.

Why should you join us?

By joining Taleo, you'll become part of a **talented, international, and dynamic team**.

You'll benefit from **real career growth opportunities**, continuous learning, and the chance to build **long-lasting relationships** across borders and industries.

If you recognize yourself in this description and are ready to grow with a company that values ambition, collaboration, and excellence, let's connect.

Share your CV and take the next step in your journey with Taleo

