
DATE July, 2019

SUBJECT Job vacancy Project Program Coordinator, 40 hours a week

The Decision Institute and Value-Based Health Care Center Europe

The Decision Institute is a pioneering business school specialized in the fields of strategy, (corporate) governance, life sciences and health care. We offer tailor-made in-house programs, executive education, masterclasses, seminars and online programs.

The Decision Institute is affiliated with the Value-Based Health Care Center Europe. The Value-Based Health Care Center Europe is the leading platform for visitors and members who are passionate about VBHC and want to learn about the Value-Based Health Care concepts. This independent platform connects, creates, and shares experience and knowledge on implementing VBHC in Europe and globally.

Program Coordinator

We are looking for a colleague (40 hours a week) who can help us with The Decision Institute as well as the Value-Based Health Care Center Europe. You will have versatile tasks and responsibilities: the development of (new) programs, communication/marketing, database management, (soft) sales, handling program budgets, organizing educational programs, administrative support, maintaining and building our network.

We are looking for

1. Someone who:
 - a. has excellent skills in Dutch and English
 - b. has a business sense, a highly developed commercial sense and experience in marketing/communication and sales
 - c. (Project) Management experience (planning skills, able to prioritize and work within deadlines, keep an overview in hectic surroundings)
 - d. is interested in educational programs and digitization
 - e. is educated on a min. HBO+ level

2. Competencies:
 - a. Hands-on mentality
 - b. Sales
 - c. Organizationally strong
 - d. Social/team-player

- e. Positive
- f. Thorough with attention for detail
- g. Intuitive problem solver. Taking different angles to the right issue.
- h. Enthusiastic

What we offer

1. Informal but professional and challenging surroundings
2. Working closely together in a team
3. Freedom and responsibility; 'head-first', initiative and creativity
4. Fast-learning by doing
5. Specialized firm, all can build the company!

How to apply

Interested? Please send your application, together with your CV and a motivation letter to m.vholsteijn@thedecisiongroup.nl and we will get back to you as soon as possible. For more information visit our website or contact us via +31 (0)20 40 40 111.