

>atlanta events & corporate travel consultants, is looking for a professional in corporate travel, events and congresses, to join their team on 1st September, for their offices in Barcelona and Madrid

Educational background and experience:

- Graduated in Business, Marketing or Tourism
- 2 years of experience at similar position within business travel, events & congresses Industry
- High level of Microsoft package (Word, Access, Excel, Power Point).
- Expert Level of the Amadeus/Sabre System
- Recent and demonstrable experience in all areas: Business travel, congresses and or event management.

We value:

- Skills and knowledge to lead projects and directly serve the end customer.
- Experience in the management of congresses and events with:
 - Ability and knowledge of budget control and the operating account of the congress/Events
 - Management of the technical secretariat: Registration of attendees, space management, anticipation of needs during the congress/event, catering, social events, accommodation booking management for attendees and guests. on-site control
 - Marketing and design: ability to devise dissemination campaigns, knowledge of the use of social networks to promote congresses.
 - Audiovisuals and online event management: knowledge about the needs and technical requirements at the organizer level in online and/or hybrid events, as well as the basic technical needs to be taken into account in the room for projection, translation...
 - Knowledge of trends, styles and updates in the congress sector
 - Knowledge of the country's medical and scientific societies and associations
 - Knowledge in Wordpress and design programs
 - Scientific Secretariat: management with the scientific program committee, abstracts and scientific communications, accreditations and endorsements, and management of speakers. on-site control
 - Commercial secretariat: management of sponsorships and commercial exhibition. Ability to devise a sponsorship dossier, exhibition area, control and billing of the support received, contracting, and on-site management of sponsors.

Personal profile:

- Customer oriented is a must
- High degree of initiative and flexibility; independent and systematic approach
- Entrepreneurial skills and self-confidence

- Open-minded to new ideas
- Expertise in contracting and sales
- Result-based, effective communication and negotiation skills
- Hands-on both global and local markets
- Ability to build the relationship necessary to deliver positive revenue results
- Ability to work towards objectives.
- Knowledge of products, services and destinations.
- Strong sales skills and analytical thinking
- Organization and autonomy of the tasks to be carried out
- Professional contacts and networking in the market
- Teamwork
- Resilience to stress
- Residency in Spain and current work permit (if not E.U. citizen)
- Availability to travel

Languages:

- native level of Catalan and Spanish
- Fluent in English. An oral and written level test will be required.

Reporting to the manager, the candidate will be responsible for:

- Technical operational planning
- Development and Operation of the projects and budgets
- Travel documents
- Customer Service both face-to face and "virtual"

We offer:

- Great opportunity to join a leading company in the corporate travel industry.
- Labor Contract and salary according to the experience and attributes of the candidate.
- Attractive salary + bonus system and INSS affiliation (National Health Service)
- Career plan and training

If you are interested, please send your CV via E-Mail to: rrhh@atlanta.es