

**> atlanta travel consultants part of Reed & Mackay is looking for professionals that want to develop their career into the PCO and Corporate Events & travel tourism sector with a global vision of the market.**

**Educational background and experience:**

- Graduated in Business, Marketing or Tourism
- Experience at similar position within congresses PCO & events Industry
- High level of Microsoft package (Word, Access, Excel, Power Point).
- Amadeus/Sabre System knowledge at least on ticketing and reimbursements
- Recent and demonstrable experience in all areas: 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 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
- Teamworking

- Resilience to stress
- Residency in Spain and current work permit (if not E.U. citizen)
- Availability to travel

**Languages:**

- 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](mailto:rrhh@atlanta.es)***