

VACANCY

Event and Mobility Coordinator

The Institut Barcelona d'Estudis Internacionals (IBEI) is looking for an Event and Mobility Support Coordinator who will play a key role in the planning, execution, and management of corporate and institutional events related to research, teaching, and knowledge transfer activities, ensuring their operational success and alignment with IBEI's values and strategic goals. Additionally, this role will be responsible for managing the mobility of staff and providing comprehensive hospitality services for visiting researchers and new hires, ensuring a positive, smooth, and efficient integration experience.

Main Responsibilities:

Event Management

- Design, plan, and execute corporate events such as seminars, conferences, and institutional events in collaboration with the departments promoting them.
- Manage all logistical aspects related to events, including travel, accommodation, and technical requirements for speakers and attendees.
- Coordinate with suppliers, technical teams, and strategic partners to ensure the quality and success of events.
- Oversee the logistical phases of the event, such as schedules, budgets, and necessary materials.
- Follow up after events, including budget control, expense settlement, and closure with organizers and participants.
- Collaborate closely with the communications team on pre-event, execution, and follow-up tasks, such as managing web content, audiovisual material, and social media.

Budget Control and Reporting

- Manage event budgets, optimizing resources, and ensuring compliance with quality standards.
- Ensure compliance with the requirements of externally funded projects, especially those related to public grants.
- Prepare post-event reports and analyses, identifying opportunities for continuous improvement in future initiatives.

Mobility and Hospitality

- Organize and manage staff travel, prioritizing resource efficiency and compliance with external funding requirements.
- Provide comprehensive welcome services for visiting researchers and newly hired staff, including logistical and administrative support prior to their arrival, as well as assistance with their integration and performance in the facilities.

Requirements:

Academic Background:

- University degree in Communication, Marketing, Public Relations, or related fields.
- Applications with degrees in related fields and extensive experience in similar roles will also be considered.

Professional Experience:

- At least 3 years of experience in similar roles, preferably in a corporate or institutional environment, managing events and related administrative processes.

Technical Skills:

- Proficiency in project management tools and platforms specialized in event organization.
- Advanced digital skills, with the ability to learn and adapt quickly to new technologies and tools.

Personal Competencies:

- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong ability to work under pressure, prioritizing tasks efficiently.
- Excellent interpersonal skills, with the ability to interact with diverse audiences and teams.
- Clear and effective written and verbal communication skills, suitable for corporate environments.
- Attention to detail and results-oriented, with a proactive approach to problem-solving.
- Focus on client satisfaction, both internal and external, promoting high-quality service.

Languages:

- Advanced level of Catalan, Spanish, and English, both oral and written.

Location: Barcelona, Spain.

Work hours: Full-time (37.5 hours per week).

How to apply?

Interested candidates must complete the [application form](#) before **December 19, 2024 (inclusive)**. The current CV should be included.

INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute, created in 2004, to promote postgraduate training and research in politics and international relations. Aiming to advance the understanding of global challenges facing the world, IBEI is a centre of academic excellence that combines outstanding research with high-quality teaching and career development opportunities. Located at the crossroads between Europe, the Mediterranean and Latin America, Barcelona provides a unique environment to ponder the intricacies of governance, development and security on a global scale.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies. IBEI is committed to Open, Transparent and Merit-based recruitment of researchers.

More information about IBEI at www.ibei.org

