



AGENCIAS DE EVENTOS ESPAÑOLAS ASOCIADAS

FICHA OFERTA DE EMPLEO

EMPRESA OFERTANTE

CUENTA RECEPCIÓN CV

NANOOK

miriam@nanookagency.com

PUESTO

CIUDAD

SENIOR INTERNATIONAL EVENTS PROJECT MANAGER

Madrid

REQUISITOS

Identification of all project needs after receiving briefing, coordination and realization of proposal in collaboration with the creative department.
Search for suppliers, request and negotiate budgets.
Drafting of briefs to suppliers with all the needs of the project to receive an ad hoc budget for each project.
Elaborate budgets and follow-up documents necessary for the development of the project.
Ensure the profitability and quality required by Nanook.
Propose actions or services on top of each project, improving the service and quality of the proposal.
Maintain / organize the project folder according to Nanook's RED organization standards.
Manage the closing of a project - materials, payments, etc. Using a budget closing template and company CRM.
Take full care of client relationships, direct contact with senior executives for agency-client project coordination.

EXPERIENCIA MÍNIMA REQUERIDA

Experience over 5 years in the events area as an account supervisor or international Project manager.
Experience in MICE agency/s in incoming /receptive/dmc department is a must
Experience working with different cultures and in different countries.
Ability to negotiate with suppliers. Analysis and contrast of proposals, in a critical and intelligent way.
Fluency in English, spoken and written at C1 - C2 level. You will be required to work daily in English, both spoken and written.
Other languages will be highly valued.
Proficiency in Excel and Powerpoint.

SE VALORARÁ