

Event Manager. (Ref: Admin/09/2017)

ICIQ is committed to performing excellent research at the frontier of knowledge in the broad area of chemistry (Catalysis, Artificial Photosynthesis, Activation of Small Molecules, Photovoltaics, Functional Molecular Assemblies and Chemical Biology, from either theoretical or experimental perspectives). The institute also aims at training the future generation of scientists by offering high-quality educational programmes to master, PhD students and postdoctoral researchers (Full details on <http://www.iciq.org/>).

Our mission is to lead, from the vantage point of molecular science, cross-strategies for solving major social and economic challenges, such as climate change and sustainable supply of energetic and raw materials, thereby contributing to the establishment of a knowledge-based economy and improving citizens' quality of life in our influence area.

ICIQ is looking for an Event Manager to organize scientific events at ICIQ. S/he will report to the communications manager and will work in close collaboration with ICIQ group leaders.

Responsibilities

- Plan and oversee ICIQ's scientific events (seminars, symposiums, workshops and courses) from start to finish.
 - Organize calendar of meetings between ICIQ researchers and invited speakers
 - Travel and accommodation supervision
 - Manage suppliers and logistics required
 - Prepare budgets and justification of expenses.
 - Give support in the search of funding
 - Mailing lists and database management
- Announce the events on ICIQ corporate website and other communication platforms.

Requirements

- Previous experience in events management.
- Excellent command of English (written and spoken).

Valued qualities:

- Excellent verbal and communication skills
- Sense of organization and attention to detail.
 - Possess outgoing personality.

We offer:

- Contract to cover a maternity leave.
- Remuneration according to individual's qualification/experience.
- A full time employment contract.

All the application procedure will be made online. Other means of application will not be considered. Applicants must fill out and submit the online application form available at the Jobs & Grants section on ICIQ's website (<http://www.iciq.org/jobs-grants/>).