



Event Project Manager for Asia&Pacífic market

We are currently looking for a highly motivated, creative and quality-orientated individual to handle enquiries generated by our growing client base. Duties involve the development of these requests into viable and desirable programmes for incentive groups, conference programmes, product launches, etc – liaison with suppliers and the successful implementation of the event. The work is demanding but fun and rewarding. Cititravel is a leading Destination Management Company covering Spain and Portugal and specializes in field of incoming Incentive, Meeting and Conference groups. DMC is the term used for a professional services company offering extensive local knowledge, expertise and resources for the use in the design and execution of events, meetings and conferences in their given location. Cititravel is your specialist for the whole of the Iberian Peninsula and via this website we aim to tell you more about who we are, the services we offer and how we can positively impact on the objectives of our clients.

YOUR RESPONSABILITIES:

- Initial brief taking. Generating and handling of requests for proposals
- Proposal creation and pitch
- Venue searching, including effective negotiation and contract details
- Supplier selection and management
- Liaising with internal teams to ensure projects briefs are followed accurately
- Full event logistic
- Budget management and reconciliation
- On-site event management
- Updating of client database with all relevant information on clients and marketing and sales activities

REQUIREMNNENTS:

- We are looking for candidates with minimum of 1 year MICE experience, travel agent, DMC's or similar.
- Enthusiasm for Spain and Portugal as a MICE destination
- Project management skills with ability to multitask
- Commercial thinking with sales and consultancy flair



- University education (Tourism, Marketing or similar).
- Native level of Mandarin Chinese and very good communication skills with excellent command of English and Spanish (oral and written), level C.
- Good knowledge of Madrid and surrounding areas
- Excellent organization and advanced MS Office skills
- Must be able to create solid relationships, generate high volumes of leads and maximize conversion
- A highly motivated, results driven individual with a sense of urgency about achieving objectives
- Good management of Chinese social networks
- Self-motivated, however equally strong working within a team
- Availability whenever required

The candidate must have the EU work permit

Contact: empleo@cititravel.es

<http://cititraveldmc.com/careers/>