



**Academic Open Access Publishing**  
since 1996

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## Conference (Event) Planner

### Organization Overview

MDPI, is an academic open access publisher, established in 1996 in Basel (Switzerland). We publish over 220 peer-reviewed open access journals across ten different fields and offer publishing-related initiatives to scholars. In addition, we offer professional conference management services connected with our publishing expertise, and organize a variety of international conferences covering Life Sciences, Physical Science and Engineering, Social Sciences and Health Sciences

Since 1996, MDPI has grown into a publishing house with over 2000 employees and offices in Basel (Switzerland), Beijing, Wuhan and Tianjin (China), Barcelona (Spain), Belgrade (Serbia), Manchester (United Kingdom), and Tokyo (Japan).

As a member of COPE (Committee on Publication Ethics), STM (International Association of Scientific, Technical, and Medical Publishers), and OASPA (Open Access Scholarly Publishers Association) MDPI enforces rigorous peer-review and adheres to strict ethical policies and standards. We are looking for a dynamic and proactive person to join our Team in Barcelona as full-time **Conference Planner**.

### Your Responsibilities:

- Event planning from start to finish of several **scientific conferences**, including but not limited to website set-up and management, selection of venues, catering and other suppliers, establish collaborations with media partners and sponsors, and event promotion and dissemination.
- Working closely with the chairmen, scientific committee members and other scholars to prepare the conference scheduling and scientific program.
- Managing conference registrations and daily attendees' inquiries.
- Effective on-site support of conference program and participants in conferences held in Barcelona and worldwide.
- Supporting the Conference Team in promotional activities and event communications.
- Primary point of contact for suppliers of conferences in Barcelona.
- Attend team meetings and exchange of best practice suggestions with colleagues.

### Your Experience and Skills:

- Experience in the organization of **scientific** events/meetings, or familiarity with the research/academic field.
- Time management and excellent organizational skills.

- Ability to work with tight deadlines.
- Accuracy and attention to detail.
- Able to coordinate multiple projects simultaneously.
- Flexibility to work on own initiative or within a team in a multicultural environment.
- Friendly, helpful and engaging personality.
- Good knowledge in MS Word, Excel, Outlook and PowerPoint.
- Excellent English language skills.

**What do We Offer:**

- The opportunity to develop a professional career within an international company leader in its field.
- International friendly working atmosphere.
- Competitive salary and benefits.
- Central location.

**How to apply:**

Please send your cover letter and CV in English by e-mail to [hr-barcelona@mdpi.com](mailto:hr-barcelona@mdpi.com) with the subject Conference Planner by 10 April 2020.

**Important:** only applications in English and received by email will be considered.