

PORTUGAL SPACE

Vacancy

Portuguese Space Agency (Portugal Space) is an equal opportunity employer.

POST	Logistics, Procurement & Events Officer
LOCATION	Based in Lisbon, Portugal.
DUTIES	<p>Reporting Directly to the Board, the Logistics, Procurement and Events Officer will be tasked with researching and securing venues, planning, and managing the Agency's events calendar, negotiating quotes and agreements with vendors, assisting with event marketing and communication, monitoring timeframes and budgets, networking, and delivering on event brief objectives. With creativity, organizational skills, and vision the Logistics, Procurement and Events Officer will assist the Agency in amplifying brand visibility and improve our organization's growth through events that effectively communicate our strategy and are in line with our mission.</p> <p>The candidate for this role should demonstrate by experience, high organizational, interpersonal, and multi-tasking skills. The postholder will be skilled in:</p> <ul style="list-style-type: none">• Brainstorming and implementing event plans and concepts.• Handling budgeting, invoicing, and reporting• Procurement and negotiating with vendors.• Negotiating sponsorship agreements.• Handling logistics.• Developing event feedback surveys.

- Obtaining permits.
- Handling post-event reports

DUTIES

Applicants for this position should:

- Have degree in public relations, hospitality, or other relevant area.
- Project management experience.
- Good leadership skills.
- Highly Organized.
- Multi-tasker.
- Good time management.
- Interpersonal skills
- Risk management experience.

The working languages of the Agency are Portuguese and English. A good knowledge of English is required. Knowledge of other languages is considered an asset.

Experience in working with industry and/or research institutions is considered an asset.

CLOSING DATE

The closing date for applications is 1st April 2023.

Applications, CV and motivation letter, for this post should preferably be made online using join@ptspace.pt. Those unable to apply online should submit their CV to [Portugal Space, Estrada das Laranjeiras, n.º 197, RC, 1649-018, Lisboa].

The Agency may require applicants to undergo selection tests.

In accordance with Portugal Space's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.