





Company Description

Kanban University, <http://kanban.university/> is based in Seattle, United States. The main business is licensing and franchising Kanban training classes through a partner network of 250-350 trainers and consultants around the world. The network operates globally in 50+ countries. To support the training business, the company also organizes and franchises events, as well as publishing books and online content. The business also operates a training and development business, the David J Anderson School of Management. There are two training centers, located in Seattle and Bilbao that offer high end management training as well as train-the-trainer and classes aimed at consultants. The firm is currently undergoing an expansion of its European operation in Bilbao and therefore would like to recruit an EVENT PLANNER.

Information

 **Deadline:** 2019-10-17
 **Category:** Business
 **Province:** Bizkaia

 **Country:** Basque Country
 **City:** Bilbao

Company

David Anderson School of Management



Main functions, requisites & benefits

Main functions

We are looking for an experienced EVENT PLANNER to set up and manage large (150-450 people) and small (10-100 people) events throughout the year and around the world. We offer events ranging from classes for approximately 10 people, to conferences for several hundred people. The position reports to the Kanban University Chairman. This position will be based in our new Bilbao office. A successful candidate will be expected to work from the office located in central Bilbao near Abando Metro and the main train station for a minimum of 50% of the year. Flexibility on work location, hours and days is possible with the mutual consent of local management. The position will require travel to Kanban University events typically within Europe or North America but Asia and South America are also possible. Travel is typically not more than 4-6 weeks per year. For many events, you will work in close coordination with our regional partners and their program committees. Fluent English and Spanish are essential. Job interviews will be conducted in both languages. Additionally, German, Russian and/or Portuguese may be useful.

Requisites

Experience planning and managing corporate events Experience working in collaboration with vendors and partners. Able to work within tight scheduling and budgeting constraints; good negotiation skills. Able to communicate and interact fluidly with attendees, venues and other organizers.

Maturity to work proactively and independently in a highly dynamic environment.

Ability to get things done in high pressure situations.

High level of trust, drive and ownership.

Ability to synthesize information and create reports. Fluent in written and verbal English and Spanish. Experienced and comfortable with email, online messaging systems such as Skype, and other computer-based communication systems. Experienced with Microsoft Office applications.

Benefits

All legitimate business travel expenses will be paid including accommodation, ground transportation and meals. Air travel will typically be in coach/economy class. Some additional recovery days after travel may be included depending on schedule. Hotel rooms may be shared. This is a fulltime position offered under the standard contract in the province of Bizkaia, Spain. Salary will be competitive in the local market and reflect experience. Pay will be based on 14 paychecks per year with the 13th and 14th made in mid-July and mid-December respectively. In addition, the position offers 6 weeks (30 days) of paid vacation in addition to statutory public holidays. Of these 30 days, 10 must be taken between 1st December and 31st January, and 10 more between 1st July and 30th August. Other vacation days should be taken by mutual agreement with the Kanban University VP and the office manager in Bilbao.