



Assistant Event Manager

Lear, economic consultancy operating in the field of competition policy and regulation, offers a temporary job opportunity to support the Event manager.

The candidate will support the event manager in the planning, organisation and management of an international event (www.learcompetitionfestival.com) and she/he will also take care of some activities related to the administrative management of the company.

Responsibilities of the intern would be as follows:

- support in the definition of the activities' schedule aimed at planning the event's and company's agenda, resources promotion and communication;
- manage communications and documents addressed to people inside and outside the organisation, including relations with event participants;
- manage social networks, and create original content to innovate the event's and company's social media presence;
- carry out organisational and administrative functions for the event and for the company;
- support the activities aimed at successfully developing the event, e.g. logistics, coordination of resources, registration and supervision;
- contribute to the financial reporting of the event.

The ideal candidate would:

- have a bachelor's or master's degree in economics or in communication and marketing and/or master's degree in event organisation and at least one-year professional experience in the role; alternatively, at least three years of professional experience, preferably in international companies; in both cases, experience as an office manager will be considered a plus;
- excellent knowledge of Italian and English, written and spoken;
- excellent knowledge of Linked In and experience in the use of other social media;
- excellent knowledge of the Microsoft Office suite.

Completing the ideal candidate's profile:

- basic knowledge of Wordpress and Canva or other graphic design tools; knowledge of digital tools and emailing marketing platforms (e.g. mailchimp) is highly appreciated;
- show creativity and be proactive;
- enjoy working in a team;
- excellent interpersonal, organisational and problem-solving skills;
- ability to manage time and deadlines.

Lear is offering a 12-month fixed-term contract, with the possibility of joining the team on a permanent basis. The position will be based in Rome (with possibility of hybrid working) and will start in February-March 2023.

Interested candidates (L.903/03) are invited to read the privacy policy (art. 13, D. Lgs. 196/03 and art. 13 GDPR 679/16).

Lear is an equal opportunity employer and welcomes the applications of candidates of any nationality, in compliance with Italian laws 903/77 and 125/91, and with legislative decrees 215/03 and 21.