



BOSTON CONSULTING GROUP

Oferta de Empleo

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| Job Title | Global Meetings Operations Coordinator |
| Function | Operations Services |
| Country | Spain |
| City/Town | Madrid |
| Employee Type | Regular |
| Job Type | Full time |
| Company Information | <p>The Boston Consulting Group (BCG) is a global management consulting firm and the world's leading advisor on business strategy. We partner with clients from the private, public, and not-for-profit sectors in all regions to identify their highest value opportunities, address their most critical challenges, and transform their enterprises. BCG was founded in 1963 and is a privately owned firm with more than 7,000 employees across 85 offices in 48 countries. Integrity, respect for the individual, delivering value, and making an impact on society are just some of BCG's core values. BCG's commitment to both our clients' success and our own standards is what sets BCG apart as a world-class professional services organization. Join BCG - start your career at a company that is consistently ranked as the leader in its field, and is acknowledged as one of the best places to work.</p> |
| Position Summary | <p>Global Meeting Services (GMS) is a team of professionals who work collaboratively to source, plan, manage, and execute events for various functions across BCG. The objective of the GMS function is to create the right balance between service quality, efficiency, and effectiveness.</p> <p>GMS serves as a strategic advisor and tactical support network to our worldwide clients, including global, regional and local teams. One of our biggest internal clients is the</p> |



WW L&D Team.

The WW L&D team manages five WW training programs that are a key pillar of building the skills of our more senior consulting staff, and also an important element of affiliation. Customers of this team are both the training participants and the presenter cadre, which includes BCG's Executive Committee and most Senior Leaders.

Programs include, but are not limited to: New Partner Orientation, WWAP, WWAPL, Senior Hire Training, and Business Essentials Program. Events are taking place throughout the year in a variety of global locations.

At our training programs we are providing a forum for insights and discussions into BCG's and participants' own future, a platform to practice and strengthen ever evolving skills and capabilities to excel at work, and opportunities to build an international internal network. Excellent program content and a flawless delivery are essential for a valuable and memorable training experience.

This hands-on, high-energy role is part of GMS, and embedded in the WW L&D team. It provides professional, event specific support to the various WW L&D programs.

**Job
Responsibilities**

BASIC JOB RESPONSIBILITIES:

Under the general direction of the Global Meetings Operations Lead and day today supervision of the Global L&D Director, this role will provide conference and event planning for the different WW training programs. WW training programs are usually conducted in prestigious hotels in major cities, and range from approx. 70 – 150 participants per program.

Specific responsibilities include:

- Event planning in the following dimensions: overall agenda, program logistics, meeting space and set up, F&B, off-site activities, cost
- Coordinating and contracting with external providers, managing the invoicing process, i.e. hotels, DMCs, other service providers
- Creating top quality event playbooks, including a project timeline of deliverables, event budget and quality objectives
- Pricing and cost analysis, budgeting and cost controlling
- Liaise and coordinate with with internal and



Basic Job Requirements

- external stakeholders:
- On-site operational support for 4-5 programs per year
 - Proactively suggest improvements on processes, activities and procedures
 - Develop and support meeting best practices information and materials
 - Bachelor's Degree or equivalent in Business, Hospitality or related field
 - 3-4 years related experience (event management, hotel, DMC, etc)
 - Organizational skills and ability to multi-task and manage competing priorities; ability to work effectively in a fast paced environment
 - Strong attention to detail, flexibility, and the willingness to be an active team player
 - Excellent time management skills; must work well with deadlines
 - Demonstrated customer service orientation; highly responsive
 - Excellent communication skills, both verbal and written
 - Fluent in English
 - Proficiency with MS Office applications (particularly Outlook, Excel, Word and PowerPoint)
 - Experience with event planning software, i.e. Starcite is welcome

Key Competencies

Technical and functional expertise

- Understanding and technical knowledge of hospitality industry, including space planning and F&B
- Ability to integrate broad knowledge base beyond own area
- Ability to independently resolve issues/problems using critical thinking, analysis and data always keeping the big picture in mind
- Ability to work independently and autonomously with initiative and self-motivation
- Maintains a high level of intellectual agility and resourcefulness when faced with significant ambiguity and fluctuating priorities and constraints
- Appropriately seeks advice and counsel for decisions

Communication, interpersonal and teaming skills

- Excellent communication skills, both verbal and written; active listener across all levels of the organization
- Ability to effectively communicate project status to ensure stakeholders are kept informed of progress
- Excellent interpersonal skills and relationship building with both internal and external stakeholders; collaborative, strong cross-



functional team player capable of partnering across geographies and practices

- Ability to collaborate / partner with virtual team members

Work management, organization and planning

- Ability to multitask, prioritize and manage multiple projects with realistic, but aggressive deadlines/commitments
- Strong negotiation and cost-conscious skills
- Ability to work effectively with significant ambiguity and fluctuating priorities and constraints

Work Environment

- Must be able to perform successfully in a fast-paced, intellectually intense, service-oriented environment and to interpret rules and guidelines flexibly to enhance the business and in keeping with BCG's culture.
- Pragmatic, high-energy professional with personal and professional self-confidence.
- Savvy and interpersonal skills to build relationships throughout a loosely structured organization.
- Comfortable working on a virtual team
- This job may require some international travel – 4 to 5 trips per year, 4-5 days each.

Non-discrimination Statement

The Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. BCG is an E-Verify Employer. [Click here](#) for more information on E-Verify. VEVRAA Federal Contractor

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