



The IRONMAN Group operates a global portfolio of events that includes the IRONMAN® Triathlon Series, the IRONMAN® 70.3® Triathlon Series, 5150™ Triathlon Series, the Rock 'n' Roll Marathon Series®, IRONKIDS®, ITU World Triathlon Series, premier running events including the Standard Chartered Singapore Marathon™ and The Sun-Herald City2Surf® presented by Westpac, Ultra-Trail® World Tour events including Tarawera Ultra and Ultra-Trail Australia™, mountain bike races including the Absa Cape Epic®, road cycling events, and other multisport races. The IRONMAN Group is the largest operator of mass participation sports in the world and provides more than a million participants annually the benefits of endurance sports through the company's vast offerings. Since the inception of the iconic IRONMAN® brand and its first event in 1978, athletes have proven that ANYTHING IS POSSIBLE® by crossing finish lines around the world. Beginning as a single race, The IRONMAN Group has grown to become a global sensation with more than 235 events across 55+ countries. The IRONMAN Group is owned by Advance (www.advance.com), a private, family-owned business. For more information, visit [www.ironman.com](http://www.ironman.com).

For our IRONMAN Spain S.L.U in Barcelona we are actively looking for a highly motivated, fluent English speaking

## Project Coordinator (m/f/d)

working as part of an expanding Operations Team across Spain, Portugal and Italy. Reporting to the Operations Director, the Project Coordinator will be involved in all aspects of the planning, management, and execution of mass participation events. We are looking for a highly motivated person to work on the following core duties and responsibilities across all the managed and supervised projects produced by IRONMAN Spain.

### Key Responsibilities

- Produce, maintain and monitor project plans for all the managed events.
- Coproduce and monitor project plans for all the supervised events.
- Compilation of detailed event documentation (including site maps, venue layouts, course maps, operational and participant documentation)
- Create a project management calendar for fulfilling each goal and objective.
- Venue management – start lines, finish lines, compounds, transitions, festival areas, feed stations, athlete village and expo.
- Logistics management – including medical, equipment, race supplies and Health & Safety.
- Supplier sourcing and management.
- Stakeholder liaison including police/ supplier/ city council, site visits etc.
- Ensure stakeholder views are managed towards the best solution.
- Prepare necessary presentation materials for meetings.
- Ensure that production schedules are followed, and project deadlines are met.
- Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Provide administration support as needed.
- Volunteer recruitment & management and community engagement.
- Branding management and execution for event partners and sponsors.
- Budget management for key event areas.
- Management of team leaders at events.
- Day to day event management and administration tasks working as part of the core operations team.



## Skills and competencies

The ideal candidate must have a strong interest in pursuing a career in event management in the sports industry ideally having the following skills, attitude, and experience:

- Bachelor's degree in business, events management, or related field of study.
- Three years' experience in related field.
- A team player with a 'can-do' attitude and a hands-on approach with also ability of working solo.
- Excellent verbal, written and presentation skills in Catalan, Spanish and English.
- Good written and verbal French or Italian will be a plus.
- Experience with using Auto CAD will be a plus.
- Experience using computers to manage and maintain order within the server files.
- Competency in Microsoft applications including Word, Excel, Outlook, Power point, Adobe Photoshop and Adobe Illustrator.
- Ability to work and deliver under pressure and tight deadlines.

Managed events:	Supervised events:
IRONMAN 70.3 Mallorca	IRONMAN 70.3 Marbella
IRONMAN Mallorca	IRONMAN Vitoria
IRONMAN 70.3 Barcelona	IRONMAN 70.3 Venice
IRONMAN Barcelona	IRONMAN Multi Cervia
IRONMAN Multisports Festival Andorra	IRONMAN Multi Cascais

## What we offer

- We enable flexible working hours, and home office, subject to certain conditions.
- Attractive salary, and annual bonus remuneration payment based on personal and company performance.
- Endurance event entry benefits.
- Travel to other European countries.
- Open, modern and friendly working environment with a strong culture across EMEA.
- Opportunity to be creative in your work and the possibility to develop your own ideas and concepts.
- Informal and relaxed dress codes.
- Part of a market-leading, growing global endurance sport Company.

A contract will be made based on a full-time employment. We are looking forward to receiving your application including your salary expectations and your notice period. Are you interested? Please apply

here: <https://ironmaneuropa.wufoo.eu/forms/we-are-hiring/>