Event & Communications Assistant

工作职责

Are you interested in developing your career in events and communications?
We are looking for an organized and proactive **Events & Communications Assistant** to join our team on a **one-year fixed-term contract**. Working closely with the Event Coordinator, you will support the planning and delivery of corporate events, incentive activities, sponsored trips and brand activations, while also assisting with communications, internal reporting, presentations and administrative tasks.

This is an exciting opportunity for a professional with strong organizational skills who is comfortable handling multiple tasks, following up with different stakeholders and contributing to the smooth delivery of events and communication activities.

What you'll be doing:

Event and Sponsorship Support, approximately 70%

- Support the Event Coordinator in the planning, preparation and delivery of corporate events, sponsorship activities and brand activations, incentive trips and annual conventions.
- Liaise with agencies, suppliers, venues, sponsorship partners and internal teams to collect information and follow up on operational requirements defined by the Event Coordinator.
- Assist with logistical arrangements, including venues, accommodation, transportation, catering, branding materials, guest lists and participant requirements.
- Provide operational and on-site support during events and sponsorship activations.
- Compile attendance data, participant feedback, activation results, media coverage, photographic materials and supporting documentation for post-event reports and internal presentations.

Communications and PR Support

- Support external and internal communication activities, including the preparation and distribution of communication materials, media coordination and event-related communications. Track media engagement and results, ensuring timely follow-up and reporting while supporting routine communications functions as needed.

Reporting and Administrative Support

- Support the preparation of presentations, reports and tracking tools, while maintaining event logistics, supplier information and project status updates. Provide administrative assistance to the team and ensure the timely organization and accuracy of all related documentation.

职位号码
REF99961S

工作职能
市场营销与销售

所在地
Madrid

领导力级别
个人贡献者

工作场所灵活度
混合式办公

工作时间
全职

法律实体名称
Continental Tires Espana S.L.

职位要求

Qualifications

- Bachelor’s degree in Marketing, Communications, Public Relations, Event Management or a related field.
- 2–3 years of experience in events, communications or marketing, preferably gained in an events, communications or marketing agency.
- Experience supporting 360-degree projects or campaigns, covering areas such as events, communications, content, activations and reporting.
- Strong organizational skills, attention to detail and the ability to handle multiple activities simultaneously while meeting deadlines.
- Confidence in liaising with agencies, suppliers, partners and internal stakeholders
- Proficiency in Microsoft Office, particularly PowerPoint and Excel
- Proactive, collaborative and service-oriented approach, with flexibility to provide on-site support and travel occasionally when required.
- Professional working proficiency in both English and Spanish.

我们可以提供

What we offer

- **A 12-month fixed-term contract** with the opportunity to gain broad exposure across events, sponsorships, and corporate communications.
- The opportunity to work on impactful events, sponsorships, and communication projects.
- A collaborative and international working environment.
- Professional development and career growth opportunities.
- Competitive compensation and benefits package.

Ready to drive with Continental? Take the first step and fill in the online application.

关于我们

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 76,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer and smarter. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world’s largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division currently employs around 53,000 people worldwide and has 19 production and 16 development sites.