

Events Officer (Research) HKU Europe (Barcelona)

HKU is establishing its Europe Campus in Barcelona and is seeking an **Events Officer (Research)** to support the planning, coordination and delivery of international academic conferences, research-related activities and visiting scholar initiatives. The role will provide end-to-end administrative and operational support, working closely with HKU faculty, HKU Europe colleagues, external academic partners, invited speakers, suppliers and other stakeholders.

This role will contribute to building the presence and reputation of HKU Europe through effective marketing initiatives, content creation, and consistent application of brand standards across all channels.

Key Responsibilities

- Support the planning and delivery of international academic conferences, research events, workshops and seminars.
- Coordinate event logistics, including venues, catering, registration, AV, materials and on-site support.
- Arrange travel, accommodation and itineraries for invited speakers, guests and visiting scholars.
- Arrange and provide publicity support for the events and programs, including but not limited to website building, social media posting and other related communications.
- Support procurement, supplier coordination and financial administration, including quotations, approvals, budgets, fees, invoices and expenses.
- Maintain project timelines, participant lists and event documentation, ensuring timely delivery.
- Liaise with HKU faculty, HKU Europe teams and external academic partners on programmes, speakers, participants and operational arrangements.
- Support the administration of conferences, events and visiting scholar programmes, including calls for papers, invitations, registration, schedules and workspace arrangements.

Requirements

- University degree in Business Administration, Management, Economics, Social Sciences, Humanities, Event Management or another relevant field, with experience in administrative/project coordination, academic administration or event organisation.
- Excellent organisational and project coordination skills, with the ability to manage multiple projects, stakeholders and deadlines, work independently and anticipate operational needs.
- Strong attention to detail, including accurate management of financial, logistical and administrative records.
- Strong interpersonal and communication skills, with the ability to work effectively with academics, senior stakeholders, colleagues, external partners and suppliers.
- Professional English and fluent Spanish are required; experience in an international, academic or multicultural environment is highly desirable.
- Experience organising international conferences, academic events or visiting scholar programmes is a strong advantage, as is availability for on-site event support, including occasional work outside standard working hours.

What we offer

- Opportunity to contribute to building the brand of HKU's first European campus
- A dynamic, multicultural, and international working environment
- An inclusive and supportive workplace that values diversity and collaboration
- Career development within a global academic institution
- Competitive salary commensurate with qualifications and experience

How to apply

Please send your updated CV by email to ssoens@hku.hk with the subject:

Events Officer (Research) – Casa Asia – [Your Name]

If you require any adjustments during the recruitment process, please do not hesitate to let us know.