

## Application "Corporate Event Analyst" – Ref: 24CEA306

### Company Description

The RCGI – Research Centre for Greenhouse Gas Innovation is a world-leading centre focused on propelling Brazil towards a sustainable future by reducing greenhouse gas emissions and supporting Brazil to achieve its Nationally Determined Contributions (NDCs) compromised with the United Nations Paris Agreement. Established through a public-private partnership between FAPESP, the University of São Paulo, and various companies, the RCGI is dedicated to conducting transdisciplinary advanced research.

### Role Description

This is a full-time, on-site Corporate Event Analyst role at the RCGI in São Paulo, SP. The role involves organising and coordinating corporate events and activities, ensuring their successful planning, execution, and follow-up to support the centre's initiatives.

### Qualifications

Minimum of 4 years of proven experience

Strong organisational and project management skills

Excellent communication and interpersonal abilities

Experience in event planning, coordination, and execution

Ability to work effectively in a team and independently

Proficiency in Portuguese and English languages

Degree in Event Management, Hospitality, Marketing, or a related field

### Tasks and Responsibilities

1. Planning and Organisation: Fulfill the event's concept and objective. Follow schedules and request quotes. Select and negotiate with suppliers and service providers.
2. Logistics Coordination: Organise the event venue, receive deliveries from suppliers, and ensure that all necessary equipment and resources are available.

3. Communication and Marketing: Collaborate with the Communication department on the event's strategy.
4. Event Execution: Oversee the event on the day, ensuring everything goes as planned. Resolve problems and unforeseen issues that may arise.
5. Evaluation and Reporting: Gather feedback from participants and evaluate the success of the event. Prepare reports on the event, including performance analysis and suggestions for future editions.
6. Documentation and Compliance: Ensure that all aspects of the event comply with local rules and regulations. Maintain detailed and up-to-date records related to the event. Upload all budgets and documents for supplier payments within the expected times and deadlines.

**Desirable:**

Notions of photography;

Knowledge of social media and basic editing and publishing tools.

**Working hours:** On-site, Monday to Friday, from 8 a.m. to 5 p.m. (to be confirmed), CLT contract, salary to be negotiated.

**Work location:** Research Centre for Greenhouse Gas Innovation (RCGI – USP  
University of São Paulo - Polytechnic School, Dept. of Mechanical Engineering  
Av. Professor Mello Moraes, 2231, Cidade Universitária, São Paulo.

Apply:

<https://docs.google.com/forms/d/1AmpEwE4pUmh-FSH14yQGZ8CdNbJz1vzc1hslWSvwNm4>

