

WE'RE HIRING: PROJECT OFFICER

Argentina-based, full-time self-employed, native Spanish-English

Who are we?

Delos Dispute Resolution (Delos) is an independent arbitral institution. It was established in 2014 to respond to the needs of businesses globally for time and cost efficiency in the resolution of disputes through arbitration.

In plain English: we help to resolve international commercial disputes, and we're on a mission to do so better, quicker, at a lower cost. We are a cross between a start-up and an international organisation – demanding on quality and professionalism, in a fun, caring and open global environment. We are looking for a new team member and, in joining us, you will have plenty of scope to grow, create and develop!

What role?

As Project Officer, you will have two main areas of responsibility:

- Coordinating the editorial process of our flagship publication, the Delos Guide to Arbitration Places (GAP). This will involve liaising with a working group of some 300 lawyers around the globe, under the supervision of the General Editors of the GAP. Your focus will be on project management and coordination rather than on legal or substantive issues.
- Supporting Delos's services for international arbitration hearings, be they in-person in Paris or fully remote anywhere in the world. Your focus will be on putting together estimates, liaising with subcontractors, preparing client-facing quotes, and tracking the pipeline and financial performance.

Responsibilities also include supporting the institution on basic billing and accounting, getting involved in some of the institution's other activities and programmes, such as the GAP annual conference, and helping the institution upgrade its processes, tools and operate efficiently. We may also involve you in some occasional video editing.

Who are you?

Aside from the philosophical question, you are sharp, independent and proactive; you are fun, caring and thrive in a multicultural environment. You are ambitious to contribute and be part of an entrepreneurial adventure, and you have plenty of common sense. You are thoughtful, reflective, and can also switch gears when speed is needed. You learn fast and have an eerie level of attention to detail. Your writing and communications skills are excellent, you are a native Spanish speaker, your level of written and spoken English is of the standard of a native and, ideally, you are

able to read and understand French (written and spoken French are not required). You are based in Argentina, from where you will be working remotely full-time as a freelancer (on a self-employed basis).

In addition, you have: a bachelor's degree in business, marketing, project management, or other subject relevant to the job; and excellent knowledge of Microsoft Office, particularly Excel. Familiarity with Adobe Photoshop and video editing tools is a plus.

Why join us?

The salary, benefits, hours of work are those of a start-up; and we're offering the chance to really make a difference both within Delos and on a global scale. The team culture is collegiate, we care, personal growth is important, and we are keen on mentoring. You will be surrounded by brilliant people, lovely people, passionate people.

We would like you to start as soon as possible.

How to apply?

E-mail us (i) your CV, (ii) a cover letter and (iii) a description of no more than two pages of a project you have worked on, including its goals, how it was implemented and its impact, what the project meant to you and how you personally furthered the project's objectives. We encourage you to choose a project that involved working with Excel and to attach an Excel spreadsheet to illustrate your project.

Please address the above to Hafez Virjee at we.re-hiring@delosdr.org, with a copy to info@delosdr.org. We will contact shortlisted candidates to arrange an interview on a video call.