
Job Description – Event Executive

Job Summary

The automotive industry is the world's biggest manufacturing business and this company serves this niche with market-leading events for its brands.

Purpose of job

To deliver B2B summits, conferences, awards and networking events in North America, South America, China, France, Japan, Mexico, Germany and the UK.

The successful candidate will:

- have a proven track record in event organisation and delivery;
- have the personal attributes to interact confidently with sponsors, speakers and cross company teams at all different levels of seniority;
- be an excellent negotiator;
- have superb organisational and planning skills;
- be comfortable working across different cultures, nationalities and time zones.

Our events are mainly in far flung places so lots of International travel is a core requirement for the role.

In return for your hard work and enthusiasm, we provide a positive and rewarding working environment together with the opportunity to develop your career within a fast-paced and growing company. A competitive remuneration and benefits package goes without saying.

Responsibilities and Duties

KEY TASKS

- Liaise with relevant sales, marketing, speaker recruitment, editorial and accounts staff to ensure understanding of, and the smooth delivery of, the requirements for each event
- Source, appoint, liaise and manage venues, event contractors and suppliers
- Control the costs for each event, regularly updating a running financial forecast
- Ensure adherence to Health & Safety policy as appropriate.

CORE COMPETENCIES

- High level of interpersonal and communication skills, with attendees, suppliers and internal team, in the context of most external communication being with non-British people for whom English is not their first language,
- Planning, time management and organisation skills,
- Negotiation skills: getting the best deal(s),

- Teamworking skills,
- Flexibility and willingness 'to roll up one's sleeves'.

PERFORMANCE CRITERIA

- Standard of execution, inc formal (survey) and informal feedback from attendees/other departments,
- Financial performance – delivering to or below budget,
- Communication and interpersonal skills,
- Contribution to the overall management, delivery and success of all events.

Job Type: Full-time

Salary: £20,000.00 to £25,000.00 /year