

BNC RECRUITMENT

Support Services for Event Professionals | Vacancy advertising for hiring companies |
Free of charge to members of The BNC



Logistics Manager-Events – REF BNC170

Reports to: Deputy Director, Head of Meetings and Membership Operations

Salary: Competitive + Benefits

The Company: is a dynamic and independent think tank currently experiencing international expansion

Events: are both public and private, centred around high level finance and economic policy

Responsibilities:

To manage logistics of around 30 meetings and events per year. This will involve:

- Liaising with internal teams and stakeholder to get the relevant event information
- Being the main point of contact for speakers and attendees with logistics enquiries
- Creating and sending out logistics sheets in good time
- Booking, sourcing and negotiating with venues and suppliers e.g. F&B, AV - Being responsible for the budgets of your events, keeping them on or under budget and updating stakeholders of changes in the anticipated spend
- Working with our CRM system to ensure records are accurate
- Updating our website with event information
- Arranging travel and accommodation for speakers (where required)
- To attend meetings and manage the registration and onsite logistics
- To manage post-event work. This will involve:
 - Ensuring the CRM system and internal records are accurately updated
 - Coordinating with colleagues to ensure that follow up communication with speakers and attendees is appropriate and timely
 - Collating speaker and attendee feedback and presenting this to the internal team in a debrief meeting. Documenting feedback for the next year
 - Closing the budget by collecting and submitting final invoices to accounts
- To contribute to the meetings' team and wider company objectives. This will involve:
 - Utilising and improving processes and internal systems where necessary to ensure the team is working as effectively as possible
 - Maintaining good customer relations and adding value for our members
 - Collaborating with colleagues effectively to continue the meetings team's positive internal relationships
 - Keeping up-to-date with topical issues and areas of interest to members

Skills:

The successful candidate will:

- Be highly organised with excellent prioritisation and time management skills
- Stay calm whilst working under pressure and will enjoy managing multiple projects to tight deadlines
- Have excellent verbal and written communication skills. A second language is an advantage
- Be able to work successfully across teams and build relationships at all levels of seniority
- Think and plan laterally and strategically with a forward-looking and creative approach
- Be happy to work independently and be flexible enough to deal with last-minute requests or changes

BNC RECRUITMENT

Support Services for Event Professionals | Vacancy advertising for hiring companies |
Free of charge to members of The BNC



Experience: The following is desirable but not essential:

- 3-6 years' experience in B2B event management (particularly for a membership organisation)
- Working in or with financial institutions (public and private sector)
- Working with CRM systems (particularly Salesforce)

The company is based in City of London with offices in Singapore.

Please submit CVs – of no more than two pages – plus a separate, single-page, single-spaced covering letter -of no more than one page - to Melissa Paulden at The BNC - QUOTING REFERENCE BNC170 - who will then forward all appropriate candidates to the hiring company: melissapaulden@thebnc.co.uk

If you don't quite meet the criteria for this position but are interested in what we do, we encourage you to send us your CV to be considered for other roles.

By applying for this role, you agree to the hiring company retaining your CV/Cover Letter for six months, until their recruitment and onboarding process is complete.

THANK YOU