

**Job Title:** Event Executive

**Reports To:** Event Director & Event Project Leads

**Salary:** £18,000 – £23,000 dependent on experience

**Location:** Chiswick, London

**BNC Ref:** BNC159

## The Company

We specialise in providing marketing and event services to the technology, industry association and professional services sectors. Set up 17 years ago by two of the directors, it now services more than 40 clients and runs upwards of 200 events per year. Most projects are customer and prospect focussed conferences, exhibitions and seminar programmes targeting decision makers within the IT teams of large organisations, the vast majority of which are held across EMEA. The company is also looking to grow and build the industry associations' sector from which it has a number of large clients.

## The Team

The event management team handles all aspects of the project management for client events particularly focussing on delegate and sponsor experience. This includes venue sourcing, logistics liaison and management right the way through to onsite delivery. As an organisation great pride is taken in delivering the highest quality of service to all clients and these relationships are absolutely key to the ongoing growth of the business. You will join a small, friendly team of 20 based in West London, all of whom have a wealth of experience and knowledge in event management. By joining a small company, you will be given the opportunity to work across a number of projects and tasks which will provide you with the exposure to new experiences and the opportunity to learn fast on the job.

### *Key roles and responsibilities:*

- Working with the event project leads to develop an event plan for each of the client events.
- Venue sourcing and liaising for each new project. These can range from small unusual spaces right the way through to large conference hotels and training facilities. You would be expected to work closely with the team to find appropriate venues and arrange for quotations. You will also work on the PowerPoint presentation for delivery to the client within the timescales set.
- Sourcing and managing merchandising including the delivery of those items ensuring that they clear customs within each region in time.
- Sourcing hotel bedrooms, preparing, managing and cross-referencing rooming lists.
- Answering the phone to incoming calls and dealing with queries relating to the events being run.
- Responding to regular queries coming in on the event-specific email address.

- Preparing FAQ sheets for various projects and becoming the “font of all knowledge” on your assigned events.
- Preparing and managing the distribution of delegate joining instructions.
- Preparing weekly reports to be sent to clients after Event Director review.
- Preparing PowerPoint presentations.
- Gaining competitive quotes for outsourced services.
- Evaluation form creation and analysis.
- Implementing the deadlines within the project plan.
- Going onsite to events and helping register delegates on the day.
- Sponsor liaison on events, where this is required, to include chasing for all orders including power, furniture, internet requirements, collating these items into a spreadsheet and communicating their order back to the supplier.

The above list is not intended to be exhaustive - as each project is different.

### ***Reporting structure***

- You will report directly to the project lead for each event as well as your line manager for day-to-day issues.

### ***Key qualities required:***

- Strong communication skills particularly face-to-face.
- Excellent attention to detail and project oriented.
- Time management skills.
- Ability to work on multiple projects simultaneously.
- Ability to take responsibility for ensuring deadlines are met.
- Ability to work without heavy supervision
- Good understanding of Excel and PowerPoint.
- Very organised and structured; logical and analytical mind.
- Ability to digest information and present it within PowerPoint in a clear and logical fashion whilst ensuring consistency of format and branding.
- The desire to learn new skills and really take ownership of the role that you are fulfilling.
- Hard working and dedicated team player.
- Excellent command of oral and written English.
- Fluency in another language would also be beneficial but not essential.
- Ability to travel overseas for site visits and onsite attendance at events.

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