

**Job Title:** Marketing Events Co-ordinator  
**Job Function:** Marketing and Communications  
**Location:** Reigate/London  
**Employment Type:** Permanent  
**BNC Ref:** BNC160

## The Company

We are a leading global advisory, broking and solutions company that helps clients around the world turn risk into a path for growth. With roots dating to 1828, our company has 40,000 employees in more than 140 countries. We design and deliver solutions that manage risk, optimize benefits, cultivate talent, and expand the power of capital to protect and strengthen institutions and individuals. Our unique perspective allows us to see the critical intersections between talent, assets and ideas – the dynamic formula that drives business performance. Unlock your potential with us.

## The Business

The marketing function provides advice and support for all Lines of Business (LOBs) within all Segments. This includes developing annual marketing plans, planning tactics, scheduling activity, creating and managing marketing budgets. The team is involved in the full range of marketing activity, from strategy and service development to project managing events and producing marketing collateral (e.g. brochures, banners etc.).

## The Role

This role will involve working closely with the Director of Strategic Events, GB and EMEA, to deliver client facing events and client hospitality across all businesses.

Proven experience of helping to co-ordinate multiple events, a good understanding and experience of event management in an in-house environment is required.

The ability to co-ordinate and help deliver events which fulfil objectives for specific businesses. This will include project management of the event, pre/post event evaluation, managing and analysis of budgets, supporting list management, venue sourcing and contract negotiation, together with event branding, catering, speaker liaison and co-ordinating all logistics.

Experience in dealing with business hosts and clients is required, with good communication skills and an ability to demonstrate a strong team and client-facing focus.

This role requires a “hands on”, flexible person who is able to work under pressure to prioritise competing needs whilst maintaining high quality standards

This position is based either in Reigate or in Lime Street. The flexibility to travel is essential.

Responsibilities:

- Planning and co-ordinating a diverse range of events
- Supporting the Director of Strategic Events to finalise event briefs when required
- Brief and manage internal and external suppliers, including venue searches as necessary
- Produce project plans and timelines to deliver events and keep them on track
- Set up and attend regular planning meetings and keep core team updated on progress
- Creating websites for events as well as online registrations
- Use the Client Information System, Event Management Tool and other relevant applications to support the delivery of events
- Regular communications with clients as well as dealing with all queries and requests
- Produce pre-event documentation including agendas, delegate lists, feedback forms, breakout schedules and table/seating plans
- Produce post event materials, including final attendance lists, event feedback, updating costs and follow up activities
- Deliver a quality product that reflects the professionalism of the company
- Monitor costs within budgets.

Principal Accountabilities

- Conduct Risk: To put the interests of clients and the integrity of the market at the heart of the way you do business

Key Requirements:

- A minimum of two years previous experience in an events co-ordinator role within a corporate environment
- Knowledge of European events would also be advantageous.
- Proven project management experience, including continually monitoring deadlines, communicating effectively and problem solving
- Experience of handling logistics for events, database management and working with external venues
- Excellent communication skills, demonstrating a proactive and solution-focused approach

- Excellent IT skills, particularly in Word, Excel and PowerPoint, plus an ability to grasp new software quickly
- A fast learner who wants to progress in their career to be able to manage large scale complex events in the future.
- Ability to be self-sufficient and manage own workload once it is assigned
- Proactive approach in undertaking a variety of responsibilities and able to work under pressure within a fast paced environment
- Previous proof reading experience with an excellent eye for detail
- Able to demonstrate accuracy and thoroughness and able to monitor own work to ensure quality
- Flexible in working outside of core hours
- A key team player including supporting team members as necessary.

#### What can we offer you?

In return you will be rewarded with a competitive salary and a comprehensive benefits package including; a fantastic pension scheme, life insurance, medical insurance, eye care vouchers and flexible benefits including critical illness cover, dental cover, additional life assurance, childcare vouchers, retail vouchers and many other options and Corporate deals.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to, among other things, race, colour, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran, or disability.

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