

**Job title:** Operations Executive x 2  
**Location:** Fulham Green, London  
**Term:** Permanent  
**Salary:** Competitive  
  
**BNC Ref:** BNC162

## The Opportunity

Due to a recent restructure, we have 2 vacancies in the Gaming team for an Operations Executive. The role will be to organise the operations for conferences and exhibitions for the gaming portfolio

### Key Responsibilities & Objectives:

- Organising and delivering small to medium sized conferences, dinners and other meetings from inception to completion with guidance and support of a manager
- Responsible for ordering catering, furniture hire, signage, AV, IT, feature areas, venue liaison, staffing, registration, signage, stand fitting, carpet, electrics, security, traffic on conferences.
- Assisting operations team to deliver medium – large scale exhibitions as above
- Organise all speaker logistics and manage all speaker requirements to ensure that the conference programmes run smoothly. Collection of presentations from speakers in advance of events
- Organise exhibitors and sponsors logistics to ensure all sponsor and exhibitor packages are fulfilled as sold by the portfolios
- Production and timely communication of correct and detailed technical information for exhibitors
- Respond quickly and calmly to requests from speakers, sponsors and exhibitors pre-event and onsite
- Working closely with the Portfolio Directors, Producers, the project team and other Operations team members to seamlessly deliver the event
- Able to manage the costs, prepare and report event budgets with support of a manager
- To arrange travel and hotel arrangements for staff and speakers within a pre-set budget
- Ad hoc administration tasks as required by the managers
- Methodical filing and record keeping
- Expected to travel worldwide, and remain calm in busy and stressful environments.

- To maintain good levels of communication between speakers, sponsors, exhibitors and the rest of the team before and during the event.
- Attend meetings with internal team members, contractors and venues and contribute as necessary to add value to the event.
- Email communication to contractors & exhibitors to include show information
- Creating and developing exhibitor manuals, sponsorship / sales packs & delegate guides with guidance from manager
- Understand the principles of floor plan design, to include venue rules and health and safety parameters, and ensure these are incorporated.  
Responsibility for the accuracy of floor plans at all stages.
- Fulfilling all budgetary requirements in fulfilling the given show elements as listed above. To include raising purchase orders, updating budget sheets, obtaining final costs and signing off invoices.
- Actively involved on the show floor during all periods of tenancy
- Ensuring all contractors are fulfilling their obligations and that the show is built correctly against all relevant plans and schedules.
- Attending relevant training as required, including health & safety training.
- Developing a thorough understanding of health & safety principles and ensuring all parties are in compliance. Assisting with all show health & safety related documentation and constantly looking to improve knowledge and experience in this area.
- Involvement in post show analysis and reporting. Reviewing achievements and processes and making recommendations for future improvements.
- Assisting the operations team with any other ad hoc tasks as required.
- Participate in the company's Operations Group.

#### **Knowledge, Skills, Attitude and Behavior:**

#### **Personal Qualities:**

- Organised and methodical
- Strong social and communication skills
- Able to deal with a broad range of people
- Self-motivated and able to take responsibility
- Able to work within a team
- Adaptable
- Problem solver
- Good attention to detail
- Able to manage time effectively
- Work calmly under pressure
- Ability to work in a fast paced environment

**Computer skills needed:**

- Microsoft office
- Familiar with the internet and email

**Relevant/Useful Experience:**

- Speaker, VIP, sponsor or exhibitor management
- Experience in the conference and exhibition industry or with a background in live events.
- Working with hotels and/or venues
- Financial experience/Budgetary controls
- Managing travel arrangements
- Meeting deadlines and resolving problems under pressure

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