

## JOB TITLE

# Conference Administrator

REF: **BNC216**

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**SALARY:** (12-month contract with possible extension) - £20,000 (pro rata)

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**This is a great entry level opportunity for someone looking to gain or build on their experience in the conference sector. We are a membership organisation and registered charity with individual members in over 70 countries.**

**A Conference Administrator (12-month contract with possible extension) is sought to work within a team of five who currently organise up to 50 conferences and evening lectures per year for our Members and Non-Members in the UK (mostly based in their facility in Belgrave Square, London) relating to industry sectors as diverse as food and agriculture, pharmaceuticals, environmental science and safety.**

**The Conference Administrator is a predominantly office-based role and will primarily manage the delegate journey for all delegates attending our conferences, as well as supporting the conference organisers with the development of successful, high quality conferences.**

Location: Central London

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APPLY FOR THIS JOB TODAY! Submit all CVs to  
[melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)

- **QUOTING REFERENCE BNC216** -