

## BNC RECRUITMENT

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Free of charge to members of The BNC



# Events Assistant (SALES) – REF BNC183

<b>Reports to:</b>	Events Manager	<b>Contract:</b>	Permanent
<b>Hours of work:</b>	Full time	<b>Based in:</b>	London
<b>Salary:</b>	£20,000 p.a.		

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Since 1990 this organisation has grown rapidly as a result of trusted research and objective analysis to become globally regarded as the definitive guide to the world's best lawyers. Having recently come under new senior leadership, the company's continuing focus is on its ongoing global expansion, strengthening its digital presence, hosting world-class events and recognising the importance of investing in its people. We are currently looking for an Events Assistant to join our team.

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### Purpose of the Role:

The role of the Event Sales Assistant is to assist the Head of Event Sales with day to day administrative responsibilities. Chambers & Partners have a programme of well-established events and require administrative assistance to be able to expand on these. There may be the occasional requirement for international travel to some events.

### Key Responsibilities:

- Work closely with the Head of Event Sales and the events team to develop high quality, commercially successful event sponsorship models.
- Research new potential sponsorship opportunities for the Head of Event Sales.
- Come up with innovative new sponsorship ideas in liaison with the events team to maximize sponsorship opportunities.
- Create and prepare sponsorship packages for the clients under the Head of Event Sales instructions. This may grow to assist more than one person.
- Ensure that all sponsorship leads are tracked through effective use of the CRM system.
- Create and maintain excel reports required for the event sales team.
- Processing/submitted expense claims on behalf of Head of Event Sales.
- Small volume photocopying and scanning.
- Book meeting rooms and restaurant reservations on behalf of the Head of Event Sales.

### Essential Skills:

- Proficient with Microsoft Office (Word, PowerPoint, Excel)
- Highly organised and self-motivated with solid communication skills
- Able to prioritise effectively and robust time management skills
- Previous experience in an administrative role or events management

This is a role that requires a proactive attitude and a good attention to detail.

**Please submit CVs to Melissa Paulden at The BNC - QUOTING REFERENCE BNC183 - who will then forward all appropriate candidates to the hiring company: [melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)**