

## BNC RECRUITMENT

Support Services for Event Professionals | Vacancy advertising for hiring companies |  
Free of charge to members of The BNC



# Events Assistant – REF BNC182

<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:

This is an opportunity to aid a friendly and dynamic team going through an exciting period of growth. The right candidate will play a pivotal role in providing logistical support in the organisation of large, corporate events.

### Key Responsibilities/ Essential Skills:

- Assist in the delivery of all of the events, working with the events team, to ensure that all administrative tasks are co-ordinated to time and budget.
- Liaising with all members of the events team, to ensure that the calendar of events and information on the event websites are up-to-date at all times.
- Being the main contact for general event enquiries on the website and via emails.
- Respond to telephone and email enquiries in a timely fashion.
- Researching sponsorship leads for the Event Sponsorship Manager when required.
- Putting together venue research and supplier research when required by the Event Manager.
- Onsite event delivery with the rest of the events team in London when required.
- The ability to maintain accurate databases for shortlists and table sales and reporting this information back to the Event Manager.
- A good command of Excel
- The ability to multi-task and meet set deadlines

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 BNC182 - who will then forward all appropriate candidates to the hiring company: [melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)**