

Job title: Junior Account Manager

Salary: £25k - £28k

Location: Farringdon, London

BNC Ref: BNC145

We are a world leader in business events, nothing beats the experience of meeting people face-to-face to gain inspiration, to learn and to do business. We curate events that stimulate the brain, spur creativity and facilitate meetings. Our conferences are major industry gatherings focusing on strategy, innovation and technology and our trade exhibitions are marketplaces for global business.

The Account Manager is a multifaceted role that drives and delivers on the Sponsorship and the Exhibitor event experience. You will be working closely with Speakers and Delegates in ensuring they meet with your Sponsors during the event. The Junior Account Manager also works closely with Conference Producers, Business Development Managers and Operations Managers to facilitate and coordinate all aspects of the client experience, throughout every stage of the event. It is fundamental that you provide quality care to our sponsors, from the moment they sign up right through until the close of the event. You will play a key role in the company retaining business. The Junior Account Manager reports to the Account Director who will be there to assist you fully throughout the process. This role requires you to travel to a number of destinations. You will also gain experience in a vast range of different industries including, Life Science & Health, Finance & Investment, Energy & Resources and Telecoms & Media.

Key Responsibilities.

- Manage sponsor and exhibitor relationships at local, national and global levels.
- Acting as single point of contact for sponsors and exhibitors at conferences, ensuring that all contractual benefits are guaranteed, this can be anything from registering their team, helping with their booths at events and booking their sales meetings during events and ensuring diaries run smoothly, efficiently and without overlaps.
- Creating and maintaining data docs for each event in your portfolio for the team to use listing all sponsors and exhibitors and their contractual benefits.
- Attending project meetings with the entire team to confirm strategy, number of meetings for each sponsor, networking areas / infrastructure available on site.
- Sending weekly attendee lists to sponsors advising on confirmed sales meetings / declined and reasons' why

- Create mobile apps for each conference enabling both sponsors and delegates to network in advance.
- Guide Customers through the event apps to show them how to use it, make their own amendments etc.
- Onsite meet with sponsors with all confirmed meetings and discuss if they would like to use networking area or take the meeting over to their stand
- Onsite AM facilitates networking and sends text reminders for scheduled meetings
- Check on sponsors if they have stands with a delegate list to set up any extra onsite meetings that AM were unable to confirm before conference start date
- Post event reports
- Loading event presentations to event website and send to entire delegation post event.
- Look to research and invite key buy side clients through research and sponsor leads.

Key attributes

- Self-motivated, confident person who will thrive in complex, fast moving and creative multiplatform event/conference environment.
- Highly organised, be prepared to juggle multiple events at one time, with lots of sponsors to deal with.
- Big personality.
- Good experience with salesforce is favourable.
- A conversationalist with impeccable face to face conduct. You will be talking to a lot of people onsite
- Calm under pressure. We need someone to sit and analyse a situation, and come up with prompt solutions for our clients

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