

BNC RECRUITMENT

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



Events Executive REF BNC186

Maternity Cover, Full Time London

We are a commercially-driven professional services firm - using modern and progressive approaches. Based in the UK and Asia.

Role Overview

A full time position as an integral part of our Brand, Marketing & Sales team, this role supports the events function and wider BMS team. Given the nature of event management, there will be some out of hours work required.

Key Responsibilities

- Supporting across all events activity, from seminars and roundtables to client parties and internal conferences.
- Taking and delivering event briefs from the BD teams / relevant Partner in terms of location, type of event, numbers, target audience, budget, catering, layouts, etc.
- Liaising with our CRM team to compile invitations and mailing lists
- Liaising with internal and external event suppliers
- Listing events on the website
- Preparing badges and attendee lists
- Operating on-site registration and events support
- Collating feedback following on from events
- Organising debrief meetings
- Using our internal systems to track numbers and attendees
- Researching venues, client entertainment and corporate hospitality ideas

Candidate profile

You will be expected to display the attributes set out in the firm's CareerBuilder:

The How

Growth mindset

You know abilities and intelligence aren't fixed and that performance is based on hard work, continuous learning and focussed effort.

Solution focused

You see the problem, understand its significance, and get to the heart of the issue quickly and thoroughly.

Resilient

You are proactive, show resolve and adapt to evolving situations.

Pioneering spirit

You have an independent perspective. Generate, solicit and share new ideas, offer new solutions or ways of working and get involved in making changes and improvements, both for the firm and our clients.

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Emotionally savvy

You are keen to understand how you come across to others through formal and informal feedback and you really 'get' people – what makes them tick, what excites them, what concerns them and you can use this to develop and build meaningful and open relationships.

Collaborative

You work constructively with others, share valuable resources, help others excel by mentoring, supporting and coaching them to deliver success.

The What

Technical

You are highly skilled commercially minded.

Client

You tailor your approach to every client and deliver a high quality legal service and timely solution.

Brand, marketing and sales

You focus on developing your practice area. You are passionate about our business and making it better for tomorrow.

Business Management

You manage your work effectively to maximise the success for the firm.

People and Culture

You support, collaborate and contribute to the culture of the firm.

The company is based in London. Nearest tube: Tower Hill

**For more information on the company, and for a copy
of the benefit packages and / or to submit a CV,
please write to:**

Melissa Paulden at The BNC

melissapaulden@thebnc.co.uk

QUOTING REFERENCE BNC186