

## BNC RECRUITMENT

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### Conference Events Executive – REF BNC169

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We are looking for an ambitious, confident and organised full time Conference Events Executive to join our very busy team responsible for the planning and logistics of seven international events annually.

We are a small company, and as such the role has potential to grow with the applicant, the more tenacity, attention to detail and aptitude you show, the more responsibility and opportunities we will give you!

Events experience is desirable though not essential.

Salary on application and dependant on experience.

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The role will include the following duties:

#### High level administrative support and coordination

- Management of online delegate bookings, delegate lists
- Speaker recruitment and liaison
- Preparation and organisation of name badges
- Preparing marketing materials and lead chasing to maximise the event revenue
- International travel to attend the events, offering onsite support including bag packing and registration

#### In order to be considered for the Events Executive role, you must have:

- An accurate, detail-conscious, methodical approach to work
- Be highly organised with the ability to work across multiple events simultaneously
  - Confident and outgoing, able to work on own initiative, without constant supervision
- In depth knowledge of Excel
- Able to develop productive working relationships quickly
- Able to generate an open, friendly and supportive work environment
- Able to handle a fast moving, high volume event environment

The company is based in Horley, near Gatwick Airport, and is in easy reach of the train station.

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

THANK YOU