

Events Administrator

Overall Role Purpose:

Our client organises prestigious events around the world in various industry sectors. It also publishes magazines both hard copy and digitally. As a member of the events team, you will need to be flexible and help ensure that every event runs successfully for delegates, exhibitors and speakers. An eye for detail, a positive can do approach and a willingness to go the extra mile are key attributes for this role. Some travel will be required. Excellent development opportunities.

Key Accountabilities

Manage & carry out delegate registrations orders, invoices and payments of delegates attending events• Assisting where necessary with venue search and selection and providing relevant cost information for assessing location/venues• Confirm speakers and their participation and deal with their queries• Chase speaker papers, biographies and assemble documentation in good time in order to distribute at events• Inputting and updating costs into the relevant budget spreadsheets and assist in post event reconciliations where necessary• Database management – inputting and maintenance of records. Creating and amending databases and reports through Access. • Assemble, organise and arrange the printing and shipment of programmes, documentation and branding• Dealing with third party organisations i.e. hotel, audio visual, stage set and translation companies to set up the conference/exhibition• Sourcing local destination management companies to assist in party planning for key sponsors at events• Attend events to run/manage the registration desk and assist with set up of exhibitions• Manage and implement changes to event websites• Ensure event databases are updated• Create PowerPoint presentations• General admin and liaison• Advise and implement on the marketing and ensure all opportunities for sponsorship and fundraising are maximised• Prepare, create and implement PR strategy to raise awareness• Drawing up all forms and versions of required materials, liaising with designers and publishers• Organise and manage social events• Book accommodation for speakers• Oversee and implement the

production of all publications• Coordinate and implement the production of the event marketing• Issuing exhibitor contracts• Research and compilation of exhibitor manuals.

Pension: A workplace pension scheme is currently operated by NEST Pensions.**Flexible Working:** The company operates a flexible working policy and environmentWe also pay Car parking

Salary: £19,000.00 /year