

Account / Events Executive

FMI Agency is a brand engagement agency specialising in, strategic comms, digital media, and incentive travel and events management. FMI is owned by the £300m Park Group plc.

We have a diverse range of clients across the consumer electronics, telecoms, and automotive sectors, amongst others. (www.fmiagency.com)

The role would suit a student who has completed their current events-related course. The salary is £20,000 to £23,000 per annum, plus plc benefits.

Overview of role

As an Executive, you will have input into a variety of events projects for different well-known and often global clients, which will mean you should be prepared to be adaptable to work on a number of events simultaneously. Most events these days are managed online, so confidence in the use of online databases, spreadsheets, social media, registration sites, creative assets and data handling would be an advantage. You will learn the ways in which a corporate events agency researches, costs and sets up roadshows, conferences, incentive travel and hospitality to support the brand engagement activities of major UK and international clients.

You will begin assisting the small events team on specific projects, but as you progress there is the opportunity to gain responsibility and ownership of projects. FMI Agency would encourage you to become involved as much as possible, taking on responsibility and gaining maximum experience. Industry training will be provided via regular attendance at industry-funded exhibitions and learning opportunities, both in the UK and Europe.

Essential qualities

- Self-motivation
- Confidence
- Attention to detail
- Ambition
- A personable nature
- A sense of initiative
- Enthusiasm
- Organisation skills
- IT literate

Organisation skills and the ability to work under pressure are essential, as you will sometimes have to juggle different clients' requirements in order to meet agreed deadlines. You would also need to be prepared to travel alone to venues and meetings in the UK, so being able to drive is essential.

Outcomes

- To assist in developing events projects as part of the events team
- To implement event projects with a suitable timetable for delivery
- To cost and invoice clients for an events project, including taxes where appropriate
- To keep a file record of a project, should it need to be audited at a later stage
- To understand how an agency works as a team to deliver events and marketing projects for a wide variety of clients

The office is in a beautiful country location in Chilton, near Thame, but due to its rural location it is essential that you are able to drive to work, as public transport links are very limited in the area. This is a great opportunity for a self-motivated individual who enjoys working with a team to gain some fantastic knowledge and experience within the global, events industry.

For further details, please send a CV and covering email letter to info@fmiagency.com

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