EVENT EXECUTIVE

Reporting to: Event Manager

Direct Reports: None

Role: Permanent full-time, remote working with onsite support

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Job Purpose

To support the events team in the day-to-day management of several client accounts. To ensure we deliver the best delegate programmes and live event solutions to meet the clients' needs.

Role Responsibilities

Proactively support the events department in the successful delivery of client events, ensuring projects are executed efficiently, professionally and to a high standard.

Research venues, hotels, destinations, suppliers and other event solutions to support proposal development and client presentations.

Prepare and format proposal documents and presentations using Microsoft Word, PowerPoint and other business software, ensuring accuracy and attention to detail.

Support event planning and administration activities, including supplier liaison, studio management, logistics coordination and event timelines.

Set-up and maintain event project plans and support meetings with written contact reports.

Manage enquiries and delegate communications via event inboxes, responding to attendees, whilst maintaining data protection and confidentiality standards.

Assist with the financial administration of client projects, including processing supplier invoices, expense reconciliation, purchase administration and budget tracking.

Provide on-site event support at conferences, meetings, incentive programmes and corporate events in the UK, typically requiring no more than 2 days travel per month.

Undertake any other duties reasonably required to support the Events Team and contribute to the successful delivery of client projects.

Person Specification

- Intelligent, energetic and bright individual
- Degree educated, preferably in Event Management or a related discipline.
- Strong organisational and administrative skills with excellent attention to detail.
- Confident communicator, both written and verbal.
- Proficient in Microsoft Office, particularly PowerPoint, Word and Excel.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Professional, proactive and willing to learn.
- Comfortable travelling and supporting events outside normal office hours when required.
- Keen interest in corporate events, conferences, incentives and brand experiences.
- Driving license, own vehicle

Benefits:

- Competitive salary
- 25 days annual leave + bank holidays
- Birthday off work (if week day)
- Workplace Pension
- UK Healthcare
- Remote role with face-to-face monthly meetings
- Onsite support as required
- Working hours Monday to Friday 9am till 5pm