

Job Description – Event Manager

Key Objectives & Purpose:

- To manage your own events
 - UK events, no more than 20 suppliers and 20 support staff required on site
- To ensure outstanding operational excellence
- Achieve margin percentage set for each event
- To live and breathe our values ensuring they are at the heart of all business relationships and decisions.

Role Responsibilities

- Compiling & presenting proposals to clients.
- Managing bookings from initial enquiry, budgeting, creating proposal, presenting and accounting.
- Conceiving innovative and creative events.
- Presenting plans and proposals to clients.
- Individual event budget management.
- Adhoc on supporting events on-site to offer full event management (includes regular time away from home and overnight stays)
- Attending trade events etc. to promote the company.
- Liaising with suppliers and DMC's.
- Invoicing and general administration.
- To attend a minimum of two client events per year. This will probably be out of office hours. They are fun and give you an opportunity to meet your clients and gain product knowledge by seeing and experiencing new venues.
- To attend 4 KIT days a year (Keeping in touch days with our clients)

Experience

- Graduate from university or 2 years' experience in a client / agency in the events division
- Previous experience in managing and successfully completing your own events from brief to post event with on site experience
- Experience of managing events with a budget of £250,000

Skills & Qualifications

- Understanding of groups and events (operational and financial)
- Creating innovative tailor-made events
- Negotiating skills
- Supplier knowledge
- Venue & destination knowledge – worldwide
- PC literacy including Excel, PowerPoint & Word
- Strong organisational skills
- Able to work under pressure and meet targets.

Required Competencies

Enthusiasm	Being passionate about what you do and sharing this with your team, co-workers and clients
Accountability	Being accountable for one's own actions; taking ownership of work
Attention to detail	The ability to process detailed information effectively and consistently
Initiative	The ability to recognise and create opportunities and to act accordingly, rather than waiting passively for it to happen
Learning ability	The ability to absorb new information readily and to put it into practice effectively
Negotiating	The ability to obtain maximum results
Planning & Organising	The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals
Verbal & Written skills	The ability to communicate clearly in verbal or written language
Stress Management	The ability to perform under pressure and in adversity whilst maintaining an enthusiastic, positive outlook and attitude

OUR COMPANY VALUES: Elegant, Together, Innovative, Real, Focused

Reports to – Head of Global Events

Direct reports – None

Work Hours and Benefits

- Monday – Friday 9.00am – 5.30pm. Please note this role requires travel which may incorporate an earlier start or a later finish.
- 25 Days holiday, with increases based on length of service scheme
- Company laptop
- Company mobile phone