

Job title: Operations Executive
Term: Permanent
Location: Fulham Green, London
Salary: Competitive
BNC Ref: BNC129

Our people are at the absolute heart of what we do. We're proud that our core values of PASSION, CARE, IMAGINATION and TRUST define the way we carry out our work across all of our exhibitions and conferences. If you share our values and want to be a part of a successful, dynamic and creative global business then we want to hear from you.

The Opportunity

We have an exciting opportunity in the team for an Operations Executive. The role will be to organise the operations for conferences and exhibitions for the portfolio.

Key Responsibilities

Operations

- Support the Head of Events in managing registration, reporting and delegate budget updates.
- Organise speaker logistics and manage all speaker requirements to ensure that the conference programmes run smoothly on events where required
- To ensure all presentations are available to AV contractors and delegates alike

- Collection of presentations from speakers in advance of events
- Respond to requests from speakers, sponsors, delegates and exhibitors pre-event and onsite
- To maintain good levels of communication between speakers, sponsors, exhibitors and the rest of the team before and during the event
- Actively involved on the show floor during all periods of tenancy assisting Senior Operations Executive
- Understand the principles of floor plan design, to include venue rules and health and safety parameters
- Post show evaluation and development alongside manager

- Organise small to medium sized events including conferences, exhibitions, dinners and other meetings from conception to completion with guidance and support of a manager
- Assisting the Head of Events and other operations team members with all elements of show organisation
- Working closely with the Portfolio Directors, Producers, the project team and other Operations team members to seamlessly deliver the event

Exhibition, sponsorship & design

- Responsible for managing the finance exhibitor portfolio
- Organise exhibitors and sponsors logistics to ensure all sponsor and exhibitor packages are fulfilled as sold by the portfolios
- Co-ordinate and organise delivery schedule for exhibitors including delegate inserts
- Responsible for distribution and coordination of all sponsored materials
- Assisting Senior Operations Executive on briefing design on all signage including sponsorship
- Production and timely communication of correct and detailed technical information for exhibitors including exhibitor manual and mail shots with Senior Operations Executive
- Support Senior Operations Executive in management of suppliers and orders for all event signage, and sponsored items with guidance from Senior Operations Executive Responsible for co-ordination and design of delegate guide with support of Senior Operations Executive
- Respond quickly and calmly to requests from speakers, sponsors and exhibitors pre-event and onsite

General, finance & administrative tasks

- Assisting the Head of Events with any other ad hoc tasks as required
- To arrange travel and hotel arrangements for staff and speakers within a pre-set budget
- Fulfilling all budgetary requirements in fulfilling the given show elements as listed above.
- To include raising purchase orders, updating budget sheets, obtaining final costs and signing off invoices
- Able to manage the costs and negotiate in line with event budgets
- Methodical filing and record keeping

- Attend meetings with internal team members, contractors and venues and contribute as necessary to add value to the event
- Developing a thorough understanding of health & safety principles and ensuring all parties are in compliance. Assisting with all show health & safety related documentation and constantly looking to improve knowledge and experience in this area
- Attending relevant training as required, including health & safety training
- Project work where required including venue and supplier research
- Expected to travel worldwide
- Support central operations team

Knowledge, Skills, Attitude and Behaviors:

- Experience in the conference and exhibition industry or with a background in live events
- Speaker, VIP, sponsor or exhibitor management experience
- Working with hotels and/or venues
- Financial experience/Budgetary controls
- Managing travel arrangements
- Meeting deadlines and resolving problems under pressure
- Organised and methodical
- Strong social and communication skills
- Able to deal with a broad range of people
- Self-motivated and able to take responsibility
- Able to work within a team
- Adaptable
- Problem solver
- Excellent attention to detail
- Able to manage time effectively
- Ability to work in a fast paced environment & work calmly under pressure
- Microsoft office
- Familiar with the internet and email

[**APPLY NOW**](#)

