

Job Title: Client Events Intern

Location: Blackfriars, London

Term: 6 month fixed term

Salary: £22k pro-rated

BNC Ref: BNC139

Brief Description:

To work closely with the Senior Manager, Global Events to assist with ensuring successful delivery of all logistical and operational elements for the company's largest annual signature event in London in addition to supporting the firm's events programme.

This is an outstanding opportunity for an individual interested in learning more about the event planning to gain new skills in a fast-paced environment.

Main responsibilities will include:

- Providing support on logistics including research, costings, implementation of events (including drinks receptions, seminars, corporate hospitality, conferences, dinners and webinars)
- Creating invitations via VX, managing the invitation process including monitoring RSVPs, sending confirmations, reminders, dispatch of post event follow up mailers etc
- Liaising with fee earners and their secretaries to create/amend mailing lists
- Dealing with external agencies where relevant
- Working with internal and external sources to design and send out invitations
- Liaising internally to book rooms, catering, equipment
- Researching and visiting external venues and liaising with them as necessary
- Assisting in the preparation of event materials (handouts, badges etc) and liaising with the print team to ensure all materials are produced in a timely manner
- Preparing conference consignments (collating items, packing and organizing

dispatch)

- Assisting with events set up, on-site delivery and break down for all events
- Updating the database with attendee details and analysis of feedback post event
- Researching new event ideas and suitable venues
- Attending events to 'meet and greet' guests and hosts
- Keeping Partners and fee earners up to date on forthcoming events, follow ups and feedback
- Room bookings via "RoomTracker"
- Promotion of event details via the website and social media platforms
- Ensuring the calendar of events is kept up-to-date via the intranet
- Use of CRM (Client Database) including:
 - Creating event mailing folders, tracking responses and amending records as required
 - Printing labels, badges and place cards through CRM's inbuilt templates
 - Exporting reports from the database into excel for circulation
- Other adhoc tasks as required

Required skills:

- Excellent organisations skills
- Team player
- Strong attention to detail
- Flexible and accommodating attitude – regular work outside of office hours required
- Proficient in Microsoft Office (Word, Excel, PPT) and experience comfortable using social media
- French language skills would be useful however not essential

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