

Job Title: Events Coordinator

Business Unit: Marketing

Location: London Gresham Street

Reports to: National Events Manager

Salary: £28K - £30k depending on experience

BNC Ref: BNC144

Overall Purpose of Job

Highly-regarded and well established commercial property company who are at the heart of some of the UK's most exciting property projects. Stunning London offices with an event space that provides staff from across the organisation to host top-end client entertaining and business events.

The Events co-ordinator will work within the London-based Marketing team leading and supporting in the management of our Corporate and London events. These events are a mix of client entertaining and hospitality, corporate meetings, conferences, staff activities, seminars and conferences.

This is an exciting 3 month contract for an outgoing and proactive Event Coordinator who can start the position immediately

Main Duties, Responsibilities & Accountabilities

- End to End management of events
- Supporting National Events Manager on projects
- Support BD's and other areas of the business on events
- Managing internal communications of events
- Creating event mailings through Concep HTML campaigner and recording registrations,
- Liaising with external suppliers, venues & branded goods companies,
- Working with the PR team to maximise exposure
- The role will involve thinking out of the box in a creative and "bigger picture" way in terms of events
- Ideas, event planning and coming up with effective solutions.

Desired Knowledge, Skills and Experience

The ideal candidate will have a strong B2B events background, having delivered events within a corporate organisation or an agency working with corporate clients. You will have at least 3 years' full end-to-end event management experience (including event planning, logistics, delegate registration & delegate database management, budgeting, basic AV & production, H&S, venue & supplier liaison, on-site delivery and post-event evaluation) along with excellent communication skills.

You will need to be polished, well presented and articulate with a strong work ethic, a detailed and "super-organised" approach and be someone who is able to work under pressure and juggle multiple projects at any one time.

You'll also have a brilliant sense of humour and be able to balance a confident and tenacious approach with all the diplomacy, tact and charm that is needed to operate successfully within an agile "big company" environment

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