

EVENTS COORDINATOR

JOB DESCRIPTION

Job title	Events Coordinator
Department	Commercial
Office location	Arbon House, 6 Tournament Court, Warwick, CV34 6LG
Salary	
Reporting to	Events Manager

COMPANY VALUES

- We act with integrity
- We are member-focused
- We are industry leading
- We are ambitious
- We champion education

JOB PURPOSE

The Events Coordinator is to assist with the operations and logistics events department.

Main Duties and Responsibilities:

- Managing speakers relationships
- Ensuring invoices are paid and purchase orders are raised
- Booking venues and hotel rooms for events
- Liaising with members for event bookings and all administration concerning events
- Checking website and updating when necessary
- Managing relationships with external suppliers for events
- Invoicing and liaising with Industry Suppliers
- Ensuring spreadsheets are updated and actions taken are recorded
- Any other responsibilities or tasks as reasonably requested by the business
- Attend events face to face when required and host webinars and online events.
- Talking to members at events on the exhibition stand
- Support with our national conference
- Answering calls for events
- Monitoring the events inbox

Key working relationships:

- Working with the team members and Commercial Manager
- Managing relationships with speakers
- Working in conjunction with the sales team
- Working with the marketing regarding social posts emails and any events advertisement

Job Requirement / Skills

- Excellent communication skills
- Knowledge of Microsoft office programs such as word, PowerPoint and excel is essential
- Knowledge of Outlook is essential
- Excellent organisation skill

Education / Experience:

- GCSE grade C or above for English, Mathematics and Science or equivalent
- Experience working as an administrator (minimum 1 years)
- Experience with customer service (minimum 1 years)