

# EVENTS COORDINATOR

## JOB DESCRIPTION

<b>Job title</b>	<b>Events Coordinator</b>
<b>Department</b>	<b>Commercial</b>
<b>Office location</b>	<b>Arbon House, 6 Tournament Court, Warwick, CV34 6LG</b>
<b>Salary</b>	<b>£22k to £24k</b>
<b>Reporting to</b>	<b>Courses and Events Team Leader</b>

## JOB PURPOSE

The main purpose of this role is to assist with the operations of the events department

### Main Duties and Responsibilities:

- Managing speaker relationships
- Ensuring invoices are paid and purchase orders are raised
- Booking venues and hotel rooms for events
- Creating events on CRM system and ensuring the website is updated
- Liaising with members for events bookings and all administration concerning events
- Writing and creating dotmailers to send to promote events
- Invoicing and liaising with Industry Suppliers
- Ensuring spreadsheets are updated and actions taken are recorded
- Attend events face to face, including overnight stays
- Setting up venues the evening before and morning of conferences (this requires out of core hours working during conference set up)
- Liaising with speakers, exhibitors, attendees and venue staff at events
- Assisting on the Propertymark exhibition stand at conferences and answering questions from attendees
- Organising and hosting webinars
- Taking phone calls for events and Courses team
- Assisting the Courses team when needed
- Any other responsibilities or tasks as reasonably requested by the business

### Key working relationships:

- Working with the team members, Courses team and Commercial Manager
- Managing relationships with industry suppliers and speakers
- Working in conjunction with the sales team
- Working with Marketing and Finance

### 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 skills

### Education / Experience:

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

June 2023