



Taking your business places

key account meetings,

Role Account Executive

Reporting to Account Director

Hours Full time, permanent, flexible & remote working available

Competitive salary, workplace pension scheme

Account Executive with First Event

First Event is a UK leading Event Company that helps teams create incredible events around the globe. This is a great chance with lots of opportunity to help provide further development to a company, which has shown excellent rates of growth over the past few years. In response to the global pandemic, First Event has expanded its offering in innovative online event solutions, including the development of a new Virtual Events department, to deal with demand.

With several new client wins, we are recruiting for an Account Executive to join our First Event family! Our Account Executives have our mission statement at the forefront of their mind and act as a representative of First Event, working hard to assist the Account Manager to deliver successful events.

As our Account Executive, you will build strong relationships with all parties who are involved in your projects, from clients, colleagues and supplier's right through to making friends with the delegates!

This will be a fast-paced role which will have lots of opportunity for learning and development. You will often be required to work independently - however, you will be part of our Operations team comprising talented individuals with diverse expertise and experience.

Main duties and responsibilities

- Support with the day-to-day project deliverables, new business proposals, delegate management and administrative tasks within agreed deadlines.
- Develop an understanding of our full event offering and continually strive to increase knowledge.
- Develop an understanding of the financial aspects of the account and increase knowledge on financial processes.
- Be a "Best Practice Ambassador" by following streamlined, quality practices. You will add value and contribute to the continued success and growth of the business by suggesting improved ways of working.
- Develop an understanding of Health and Safety, Risk Assessments, GDPR and Contingency Planning.



Taking your business places

Qualities, skills and experience

- A team player with the ability to communicate to all members of the team and cross departments.
- Natural flair for providing excellent customer service.
- Comfortable in communicating and building relationships at all levels.
- Possess the ability to rise to the challenge of working in a busy, fast-paced environment, dealing with multiple tasks and deadlines on a daily/ weekly basis.
- Competent with IT packages and be able to learn in house systems.
- Organisation skills and attention to detail are a must!
- Excellent written and verbal communications skills.
- A creative thinker with a positive can do attitude.

Who we're looking for.

Our First Event Family is a close-knit community dedicated to providing our clients with a seamless service to help them to meet their goals and objectives.

Our events, marketing, design, finance, sales, proposals and flight departments work closely together to create bespoke events that exceed client expectations. We love that our vibrant team is made up of so many different personalities, but our company values sum up the kind of people we're looking for:

Passion | Trust | Unity | Honesty | Commitment | Fun!

These are the values that bring everyone at First Event together, making us a force to be reckoned with, and helping us to deliver the outstanding events we are recognised for.

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV and cover letter to careers@firstevent.co.uk

We will be reviewing applications across the week commencing 4th January 2021 but may close this vacancy earlier.

No agencies please.