



*Taking your business places*

Role	Event Administrator
Reporting to	Account Manager
Hours	Full time, permanent, flexible & remote working available Reduced hours considered but must be across 5 days Competitive salary, healthcare scheme, 25 days holiday
Location	Yeadon, Leeds

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

As the role sits in the centre of what we do, it is vital that you are a team player with strong organisational skills. 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 the Event team with the end-to-end project deliverables.
- Provide support with delegate management and administrative tasks, working across multiple projects.
- Client, internal stakeholders, supplier and third party liaison.
- Sourcing for items and collateral required on events.
- Deliver pre-event support where required on events.

#### Qualities, skills and experience

- Strong with Excel, Google Suite, PowerPoint and be able to learn our in-house IT systems.
- 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.
- A creative thinker with a positive can do attitude.

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.



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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.