

# PROJECT EXECUTIVE

<b>Reporting to</b>	Account Manager / Project Manager
<b>Salary bracket</b>	£19K - £24K per annum
<b>Hours</b>	Full time, permanent, flexible & remote working available
<b>Additional benefits</b>	Enhanced Workplace pension scheme EOT company bonus 1 x mental health day off
<b>Annual Leave</b>	25 days per annum Your birthday day off (or nearest day if it falls on a weekend) After 3 full years of service - 1 extra day per annum (up to max 30 days annual leave including your birthday)

## Background

At First Event, our client relationships are our top priority. We are looking for a talented, personable Project Executive to join our team to service our clients' events.

Our ideal candidate will be passionate about customer service through delivering outstanding event experiences. They will receive full training on delivering live and hybrid events. Working closely with the project managers, project directors and account managers on multiple events simultaneously. They will have a passion for processes of event delivery and a meticulous eye for detail.

<b>ROLE OBJECTIVES</b>	<ul style="list-style-type: none"> <li>- Have full ownership of small to medium projects from conception through to completion or support the project team on various segments of a large scale event</li> <li>- Support with proposals and new business</li> </ul>
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<b>CUSTOMER FOCUSED</b>	<ul style="list-style-type: none"> <li>- Maybe required to attend pre-event meetings and calls with a client</li> <li>- Onsite event delivery</li> <li>- The project executive will take client training (for all customers whose projects they are working on) to ensure clients expectations are exceeded</li> </ul>
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<b>CONTRACTING AND FINANCIAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>- Complete booking forms for each individual event are created and sent to the Account Manager to check and send to the client</li> <li>- Most recent booking forms and budgets are saved in the correct place</li> </ul>
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<b>PROJECT TEAM RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>- Understand project hours allocated to manage the event or the hours of the allocated role</li><li>- Work with 3rd party suppliers to source goods and services for the event</li><li>- Manage the delegate experience and event logistics using Aventri software</li><li>- Understand the ownership requirements of the project requirements and deadlines, using Asana</li><li>- Be an effective communicator to project team and Account Manager</li></ul>
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<b>SKILLS AND QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>- Experience of working in an event agency (desirable but not essential)</li><li>- Excellent communication skills - written, verbal and listening</li><li>- Ability to multitask and juggle several responsibilities simultaneously</li><li>- Excellent attention to detail and process orientated</li><li>- Proficient with Microsoft and Google docs</li></ul>
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**Passion | Trust | Care | 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](mailto:careers@firstevent.co.uk)