

First Event
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FIRST
EVENT



Project Executive

Salary:

£23,400 - £26,000 plus a range of benefits

Contract Type:

Full time, permanent

Benefits:

EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment

Location:

North Leeds office, flexible and remote working available

Reporting to:

Project Manager

Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, work closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive. And did we also mention that we are one of The Sunday Times' Best Places to Work?

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

About The Role


An exciting opportunity to work closely within our Event Operation team in planning and delivering exceptional events and delivering high quality customer service at every step of the way.

Within this role you'll get the chance to work on small to medium scale projects from conception to completion whilst supporting elements of larger projects to widen your skills and knowledge.

Main duties and responsibilities:

- Relationships are everything. Building and maintaining relationships with customers, suppliers and your co-workers is paramount.
- Manage the delegate experience and event logistics using Aventri / wordpress software.
- Manage budgets up to 50K.
- Coordinate the logistics of all registration/ travel for the event.
- Work alongside the project team to prepare all delegate communication, to ensure attendees are given up to date information about each event.
- Work collaboratively with venues and other suppliers to support the delegate journey.
- Manage delegate lists providing regular updates to the Project Manager.
- Add new events to Asana and follow up with project managers to ensure all details are up to date.
- Effectively communicate with both the project team and Account Manager on event progress.
- Deliver small projects on time and within budget.
- Manage multiple projects at any one time.
- Update the working document.

Customer focused:

- Celebrity service - Exceptional customer service skills.
 - May be required to attend client meetings with the Account Manager.
 - Maintain strong customer relationships with response times set at less than 24 hours.
 - Onsite event delivery.
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Contract and Financial Management:

- Complete booking forms for each individual event.
- Ensure all booking forms and budgets are saved in the correct folder.

Personal Specification

- Attitude is everything. We love working with positive people who will bring a great energy to the role and the company.
- Managing budgets up to £50K. Budget and finance is a big part of the role. Knowledge of working with different currencies and VAT structures including Tomz, Hotel billback and S20 are essential. Training will be provided.
- Experience of working in an event agency (1 year) with some knowledge of UK and international venues.
- Excellent communication skills written, verbal and listening.
- Ability to multitask and juggle several responsibilities simultaneously.
- Excellent attention to detail and process orientated.
- Proficient with Microsoft and Google docs, sheets and slides.

Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



How to Apply

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 to careers@firstevent.co.uk