

First Event  
First Event  
First Event

FIRST  
EVENT



## Senior Project Executive

**Salary:**

£27,000 - £30,000 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 the Project Manager on elements of large scale projects. You will work with venues and suppliers to support the delegate journey. You will participate in venue searches, with the support of the Project Manager, and complete proposals and budgets for individual clients. You will also support with proposals for new business opportunities.

### Main duties and responsibilities

- Build and maintain relationships with customers, suppliers and your co-workers.
- Manage the delegate experience and event logistics using Aventri / wordpress software
- Coordinate the logistics of all registration/ travel for the event
- Prepare all delegate communication to ensure attendees are given full up to date information about each event
- Be proactive in raising any issues or concerns and play a role in finding solutions
- Attend event meetings, providing clear and concise updates to the project team
- Deliver projects on time and within budget
- Manage multiple projects at any one time
- Update the working document
- Provide leadership, motivation direction and support to project executives working on the project

### Customer Focused

- Celebrity service - Exceptional customer service skills
- Attend client meetings with the Project Lead
- Attend site visits where required

- Maintain strong customer relationships with response times set at less than 24 hours
- Negotiate with all 3rd party suppliers to provide the best possible costs to our clients
- Onsite event delivery

### **Contract and Financial Management**

- Complete booking forms for each individual event and send to the Project Lead for checking
- Management and contracting of all 3rd party suppliers
- Support the Project Lead with budget management and reconciliation

## **Personal Specification**

- Attitude is everything. We love working with positive people who will bring a great energy to the role and the agency!
- Managing budgets up to £100K. 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
- Experience of working in an event agency (3 years), with a good knowledge of international destinations and 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

## **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.



PASSION



HONESTY



COMMITMENT



CARING



FUN

## **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](mailto:careers@firstevent.co.uk)