



We are looking for candidates with at least one years' experience in event management, who possess excellent written and verbal communication skills, a keen attention to detail and exemplary time management.

Candidates should also have the ability to work independently and handle multiple projects within strict timelines.

Working alongside the Event Manager and other Executives, you will have ownership over both inaugural and established events taking place in the UK and overseas. You will work on the entire event timescale, from conducting site visits to carrying out post-event evaluations.

You will also have the opportunity to build relationships with the event venues, as well as liaising with attendees from different sectors in the pharmaceutical and life science industries.

You will be provided with detailed event training, ongoing mentoring as well as the opportunity to manage events on-site in the UK, Asia and the USA. We offer a competitive basic salary, with the potential of commission and company incentives.

Benefits of this role:

You will receive a basic salary from £19,000-21,000 PA + commission.

To the right candidate we provide excellent remuneration, training, benefits and long-term career plan.

Additional benefits include - gym membership, pension scheme, and regular social events.

Oxford Global Conferences Ltd

Part 1st Floor Godstow Court | Minns Business Park | Botley | Oxford | OX2 0JB
phone +44 (0)1865 248455 | fax +44 (0)1865 250985 | email : info@oxfordglobal.co.uk