



Job Specification: Senior Events Executive

Working in the events team, you will have ownership over established live events taking place in the UK, USA and Europe, as well as virtual events hosted on our digital platform. You will work on the entire event timescale, and have the opportunity to build relationships with venues, suppliers and attendees as well as creating innovative projects to improve our customer experience.

As a Senior Events Executive, you will manage live events on-site (international travel required) to ensure the success of our conferences, exhibitions and client events. This is a great opportunity for events career progression in a fast-growing, dynamic company, which provides comprehensive support via detailed training and ongoing mentoring.

Job Description:

- Managing all aspects of event co-ordination for conferences, exhibitions, networking events and virtual events
- Dealing with sponsor communication and working on exhibition floorplans
- Organising networking activities, such as gala dinners and drinks receptions
- Arranging attendee 1-2-1 meetings
- Liaising with event venues and co-ordinating timings of the event schedule
- Cost-saving on event expenditures, and negotiating with suppliers and venues
- Briefing of event staff during pre-event meetings
- On-site management of live events and co-ordination of staff
- Creating virtual events (inc uploading of event information and content) and providing virtual support to attendees
- Involvement in training/mentoring the Event Assistants/Execs
- Troubleshooting events along with the Event Director
- Proposing and implementing ideas to improve attendee journey and experience

We are looking for someone with:

- Previous events experience (2 years+)
- Excellent written and verbal communication skills, excellent attention to detail
- A versatile working approach, and the ability to move between different projects with ease

Benefits of the role:

You will receive a basic salary from £21,000-26,000 PA.

To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements.

Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

Interested in joining the team? Email your CV and cover letter to careers@oxfordglobal.co.uk