



## **Job Specification: Events Coordinator**

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 sponsors, suppliers and attendees as well as creating innovative projects to improve our customer experience. As an Events Coordinator, 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:**

- Sending out welcome information to event attendees and assisting with logistical enquiries
- Working with event sponsors to prepare them for the event and enhance their event experience
- Liaising with suppliers to confirm AV, catering and event materials
- Creating networking activities for attendees, such as drinks receptions and gala dinners
- Confirming 1-2-1 meetings between delegates and sponsors
- Handling event budgets, ensuring costs are accurate and in-line with estimations
- Creating event materials for on-site attendees
- Organising speaker travel/accommodation
- On-site management of event, briefing and monitoring of event staff, registering and welcoming attendees
- Creating virtual events (inc uploading of event information and content) and providing virtual support to attendees
- General office management – ordering stationery and supplies, managing staff social activities
- General administrative work and support, including data entry and database management

### **We are looking for someone with:**

- Ideally previous event management experience (1 year+)
- Excellent communication skills and attention to detail
- Strong customer service skills

### **Benefits of the role:**

You will receive a basic salary from £20,000-24,000 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.

### **Location:**

Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

### **Company:**

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over thousands of industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.

**Interested in joining the team? Email your CV and cover letter to [careers@oxfordglobal.co.uk](mailto:careers@oxfordglobal.co.uk)**

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