



Job Specification: Events Graduate Scheme – VIP Audience Coordinator

At our events, we aim to accelerate progress in our industry through connecting the right people around the most important issues. In this role, you will focus on bringing together senior attendees allowing them the opportunity to network and knowledge share.

As an Audience Coordinator, you will be required to confirm VIP attendees by issuing complimentary passes for our international events. You will be responsible for identifying senior level delegates, and then communicating the benefits and networking opportunities available to them by attending. You will also have the opportunity to attend the events to meet with your attendees and assist with the event management. This is a varied role within a sociable and supportive team, with opportunities to progress in a variety of different career paths in the events industry.

Role Responsibilities:

- Researching potential event attendees and identifying VIP contacts
- Assisting the Campaign Manager to develop and implement the VIP Club strategy
- Approving leads from the database and updating where necessary
- Issuing VIP passes via telephone and e-mail
- Working with the marketing team to follow up on VIP applications
- Building network using social media and referrals
- Regular strategy meetings to discuss campaign progress
- Attending events (UK and overseas) to meet with attendees and assist with event management

We are looking for someone with:

- Excellent communication skills
- A willingness to learn and contribute to the success of a team
- Ambition and drive, and a desire to learn fast and hit challenges head on

Benefits of this role:

- You will receive a basic salary from £18,000-£20,000 PA + commission
- Structured career plan - we will aim to develop you into a Senior position after 6 months, or progress you into a career path that aligns with your skills and interests
- 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, 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 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

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