

## **Event Executive Job Spec SevenEvents**

### **About Us**

SevenEvents is a creative events agency with a global reach. We are experts in helping clients communicate and engage audiences through live and digital event experiences.

With our head office in Mayfair London, we offer a full range of event management services, including full production management, incentive travel and virtual events for a wide range of corporate clients. We are a fast-growing and dynamic agency with a talented team of event experts with a wide range of skill sets that create a dynamic and successful mix.

### **Event Executive Role**

We are recruiting for an enthusiastic and organised event executive to join our rapidly growing events team. You will need to have a can-do attitude and be willing to learn.

### **Applicants Should Have:**

- At least one year's events agency experience
- A key element of the role is to follow and fully understand our internal processes. A large part of your day-to-day responsibility will be in implementing internal processes while assisting in managing projects. So, the ability to adapt to and follow processes is a crucial requirement
- Successful candidates will be required to carry out face-to-face meetings with suppliers and clients and so it is imperative that they are presentable with an engaging personality
- Ability to write proposals and always looking to exceed clients' expectations with a high level of detail and creative responses to a brief
- The role includes working on budgets, so confident financial management is imperative
- A passion for the events industry, from venues to suppliers and new technology
- An in-depth understanding of what is involved in finding the right venue based on client's specific criteria. Some knowledge of London and UK venues is desired
- Prior experience of the CVENT DMS system is desirable
- The flexibility to travel for international events and work out of office hours
- The motivation to become an integral part of an expanding business
- A strong work ethic and masses of enthusiasm
- The ability to multi-task and retain information

### **About the Job**

The role will involve research, supplier and client meetings, visiting venues, proposal writing, assisting in managing events and projects, delegate management support, onsite event management and the possibility of international travel.