

Project Manager 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.

Project Manager Role

We are recruiting for an enthusiastic, organised, and proactive project manager to join our rapidly growing events team. You will need to have a can-do attitude and the ability to multitask.

Applicants Should Have:

- At least four years event 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 managing event and 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
- The capability to write detailed proposals independently, always looking to exceed clients' expectations with a high level of detail and creative responses to a brief
- Ability to multitask, managing multiple projects and teams at one time
- The role includes working on and taking ownership of budgets, so confident financial management imperative
- You will be passionate about the event industry and always looking to widen your knowledge through training, networking, and research
- Excellent knowledge of London, UK & European venues
- Experience of working with the online delegate management systems CVENT is desired
- An understanding of event production, from design to implementation and a proven track record of delivering virtual events
- The flexibility to travel for international events and work out of office hours
- A strong work ethic & masses of enthusiasm and the motivation to become an integral part of an expanding business

About the Job

The role will involve close management of overall projects across a wide range of clients. As a project manager you will be expected to take ownership of your own client's events from start to finish, managing project teams, client communications, all pre-event logistics, budget control, onsite management, event closing and de briefing.