

Senior 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.

Senior 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 five years events agency experience in a client facing role
- A key element of this role will be to follow and understand our processes and to then train, monitor and oversee the implementation of the processes across the broader team. 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, manage and check proposals across projects, always looking to exceed clients' expectations with a high level of detail and creative responses to a brief
- Experience with managing people as a line manager or coordinating a project team
- 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 is very much desired
- The flexibility to travel for international events and work out of office hours
- A commercial mindset with a proven track record of maximising the profitability of events
- You will be comfortable with business development, through building strong client relationships across your projects to drive the overall company's success
- 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 and project teams across a wide range of clients. As a senior member of the project team, you will be relied upon by the senior team to support across different projects, managing workload and supporting and guiding junior members of the team to ensure the overall success of all projects.