

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 and a further office in Birmingham, 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.

SevenEvents are part of the wider SevenCapital group. The SevenCapital group are constantly adding to their portfolio investments, which currently includes property, events, travel, hotels, media and property interiors.

The Facts

- 13 years in operation, with offices in London and Birmingham
- A team of creative minds and problem solvers
- 70 years combined industry experience
- Robust and experienced supplier network, offering scalability
- Industry award winners and part of the EVCOM board
- 80+ events delivered in 2021 despite the Covid-19 pandemic

sevenevents.co.uk

Our Values

Creativity

Considered creativity underpinned by process

Flexibility

A personalised and flexible approach that is tailored to client needs

Passion

Committed to the best client experience to ensure lifelong partnerships

Family

A boutique agency with dedicated project teams built around client requirements

Pride

We implement a thoughtful and deliberate approach to drive results

Benefits

- Hybrid working
- Team away days, socials and annual company off site
- Fam trips and overseas events
- 25 holidays, plus bank holidays and additional days for lieu days accrued
- Workplace pension scheme
- Agile and approachable management team

Project Manager

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.

Role Overview

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 reconciliation and debriefing.

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
- 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
- Excellent knowledge of London, UK & European venues
- 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
- Experience of working with the online delegate management systems CVENT is desired
- An understanding of event production, from design to implementation
- A proven track record of delivering virtual events is very much desired

To fit in with our culture you will:

- Be passionate about the event industry and always looking to widen your knowledge through training, networking and research
- Be flexible to travel for international events and work out of office hours onsite
- Have a commercial mindset with a track record of maximising the profitability of events
- Have a strong work ethic, masses of enthusiasm and the motivation to become an integral part of an expanding business
- Be a team player and able to enhance and build on our current culture

Want to join the #dreamteam at SevenEvents?

Apply by sending your CV and covering letter to: info@sevenevents.co.uk