

PRJOECT COORDINATOR - JOB SPECIFICATION

Job Title:	Project Coordinator	
	<p>This is an exciting opportunity to join a young and dynamic boutique communications and events agency (www.cceventsltd.com) at the very start of its growth! The position would suit someone with some experience of working in either in the travel or event industry or perhaps who organises events for their current organisation and who wants to develop and learn about all aspects of event management. You will ideally be a graduate with at least 2 years full time work experience and will have a full UK driving licence. The Project Coordinator will work closely with the whole project team - supporting on large projects as well as owning and managing small high end luxury bespoke concierge style events and key agency projects. You must have a flexible and “can do” attitude and take real pride and passion in your contribution to the business. This is a fun office and great team to be part of and in return for your efforts we offer a reward and recognition scheme and full training to support your growth.</p>	
Location:	<p>Office in Odiham, Hampshire (5 mins from M3 J5; 10 mins from Winchfield Station - direct line to London Waterloo). This is an office based position with some flexibility for remote working/ working from home and there will be occasional on-site travel requirements both in the UK and overseas.</p>	
Reports To:	Project Director	
Direct Reports:	None	
Objective:	To provide efficient and effective support to the project teams and delight key individual clients with their bespoke requirements.	
Terms	<p>Permanent contract. 40 hours per week (5 days) - with some evening and weekend work as required. (Time is given in lieu for weekend on site work) Holiday entitlement: 28 days (including bank and public holidays) Salary: £20-£25K subject to experience Start date: June/ July, 2016</p>	
Specific Duties	Managing Travel Arrangements	<ul style="list-style-type: none"> ▪ For CC Communications & Events staff ▪ For Event delegates ▪ Includes:- <ul style="list-style-type: none"> ○ air, rail, hotel accommodation, cars/taxis; coaches ○ the organisation of visas ○ the organisation or travel insurance

		<ul style="list-style-type: none"> ○ the organisation of cash advances
	Delegate Management	<ul style="list-style-type: none"> ▪ Handling delegate queries over the telephone, by e-mail and (on-site) face to face ▪ Running reports for clients; suppliers and the internal events team ▪ Liaising with the delegate registration suppliers regarding the set-up of each event registration microsite ▪ Design and production of event collateral
	Event Management Support	<ul style="list-style-type: none"> ▪ Researching venues and programme suppliers ▪ Assisting with the preparation of client proposals ▪ Develop client relationships ▪ Supporting with updating and maintaining project budgets ▪ Managing and reconciling onsite petty cash (£ and foreign currencies) ▪ Preparation and collation of on-site working documents ▪ On-site support and assistance for events taking place in the UK and abroad ▪ Organising event photo books and managing the agency database and client photo galleries
	Bespoke Concierge Events	<ul style="list-style-type: none"> ▪ Organising private parties; holidays; retreats and bespoke events for some of our UHNW private clients ▪ Direct client contact
	Venue and supplier liaison	<ul style="list-style-type: none"> ▪ Liaison and negotiation with suppliers including venues, hotels, caterers, florists, AV production, creative/ design/ print, theming, speakers, entertainment, gifts, ground agents etc ▪ Creation and management of the agency's "little black book" –

		<p>what's hot/ what's not/ latest hotel, restaurant and private members club openings in London; quirky party, entertainment and theming ideas, best suppliers etc as well as general research and keeping on top of new destinations, venues and global trends</p> <ul style="list-style-type: none"> ▪ Maintain and update contacts with the major hotel chains and other key suppliers ▪ Under take site visits, fam trips and attend key supplier events to maintain and enhance knowledge ▪ Create a quarterly newsletter with appropriate updates for our client base
	General Administration	<ul style="list-style-type: none"> ▪ Ensure all files are maintained in accordance with agency guidelines ▪ Maintain timesheets ▪ Follow organisational procedures and quality processes
	Other	<ul style="list-style-type: none"> ▪ Other requests that may be deemed reasonable by the Managing Director

PROJECT COORDINATOR - JOB SPECIFICATION

COMPETENCIES

Qualifications:	<ul style="list-style-type: none"> • Ideally a Graduate (but not essential) • A-C Grade in English at GCSE or O Level • A-C Grade in Mathematics at GCSE or O Level • Full UK driving licence • Full valid passport
Experience:	At least 2 years' experience working in a fast paced office environment
Essential Skills/Qualities	<ul style="list-style-type: none"> • Proficiency with Microsoft Outlook, Excel, Word, PowerPoint, Access and Drop Box • Front line customer service experience • Excellent verbal and written communication skills • Confident with good client relationship building skills • Highly organised and methodical approach to record keeping and reporting • Excellent attention to detail with ability to prioritise, work quickly and accurately • Honest, trustworthy and discreet when handling confidential information • Ability to work under own initiative and have the drive to seek and deliver continuous improvement • Good numerical skills • Ability to work under pressure • Self-motivated and proactive, but equally works well in a team setting • Strong customer service ethic with "Can do" attitude • Enjoys solving problems • Bright and personable with passion and pride in their contribution to the business
Desirable:	<ul style="list-style-type: none"> • Experience working within the event management industry • Experience working with Xero finance software • Experience working with Delegate registration systems • Previous experience working within the parameters of a defined Quality Management System

To apply for this position please send your CV and covering letter to hello@cceventsltd.com

All applications to be made in writing. No telephone calls please.

No recruitment agencies.

Deadline for applications: Wednesday 20th April, 2016.