

Job Description- Event Operations Executive

Company Profile:

We are a small, yet well established, entrepreneurial company that is regarded by industry professionals as the world's leader in organising niche high-end travel networking events, attracting senior management of the most exciting travel companies around the globe. Based in Notting Hill, we are a fun team of passionate, hard working individuals who are at the forefront and pushing the boundaries of the high-end travel business.

Responsibilities:

- To run the day-to-day administration of Beyond Luxury Media Ltd.
- Database management
- To run the appointments system and technical aspects for all shows
- Manage show operations in liaison with the Directors of Beyond Luxury Media Ltd. and our operations consultants
- Show floorplans – design and amendments plus management with operations consultants
- DMC liaison and management
- Customer invoice generation and management as well as payment monitoring
- Logistical management – flights and accommodation for all buyers and exhibitors
- Show signage – production and fulfillment
- Show catalogue – advertising management with suppliers, detail management and fulfillment
- Sponsorship management – collateral gathering to timely and cost effective production of materials as well as sourcing exciting new sponsorship opportunities
- Sales support– new lead management by sourcing relevant and show enhancing new business, administration, communications, handling new and existing enquiries
- Team travel logistics including meeting preparation and arranging
- Improve the operational systems, processes and policies in support of organizations mission-specifically, support information flow, business processes and organizational planning
- Drive initiatives within the team and organizationally that contribute to long-term operational excellence
- On-site build up and break down, registration, appointments, client management, coordinating pick up and deliveries, onsite material, collation of team on-site packs

Job Specifications:

- Must have exceptional eye for detail and be extremely well organized and methodical
- You must be self-motivated and have a minimum of 3 years event co-ordination experience
- Excellent IT, written and verbal communication skills (MS word, MS excel and MS powerpoint to an advanced level a must)
- Team player with mature personality who also has ability and enthusiasm to work independently
- Delivering excellent and timely customer service via email or phone
- Proactive approach to operations
- Proven and excellent planning and organisational skills, with the ability to manage own workload
- Superb attention to detail
- Ability to apply back office database management and have experience in database driven websites
- Manage and increase the effectiveness and efficiency of support services, through improvements to each function as well as coordination and communication between support and business functions
- Thrive from working under pressure