



GRAY DAWES
EVENTS

Events Executive Job Description

REPORTING TO:	Head of Events	LOCATION:	Manchester/Leamington or Colchester
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Main Purpose

To provide creative and exceptional service to our clients on all elements of Event Management, including venue find, proposal writing and project management. A great opportunity for someone looking at the next stage of their career, to learn and develop within a growing division.

Key Accountabilities :

Manage the day-to-day logistics of numerous events from proposal to delivery and reconciliation
Discuss event ideas with clients and the team
Produce Event proposals to the clients
Upsell Gray Dawes services
Attend and manage events onsite when required
Work with suppliers to provide the very best service at competitive prices

Additional Duties

UK & International Venue sourcing
Delegate registration
Support the Groups and Meetings Management team as required
Attend industry events to increase knowledge

Competencies and Skills

Project management
Ability to build strong relationships with our clients
Good supplier negotiation
Ability to increase margins
Creative and exciting proposal writing and delivery
Budget Management
Knowledge of Incentives

Experience

Previous Event Agency experience a must
Proficient with venue find and registration technology
Excellent understanding of the Events Industry, specifically around venue find, incentives and conferences

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