



GRAY DAWES
EVENTS

Events Executive Job Description

REPORTING TO:	Team Leader	LOCATION:	Colchester
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We are looking for a dynamic, experienced venue finder to join our Events team in Colchester, do you have the desire and passion for events that's required for this exciting role?

Main Purpose

To provide a creative, knowledgeable and exceptional service to our Events clients. Based in our Colchester office the role will focus on the Meetings Management side of the department and will involve taking client briefs and finding venue solutions for their meetings and events.

Key Accountabilities:

- Manage day-to-day enquiries and bookings from a range of clients and industries
- Negotiate with suppliers on the best possible rates and commissions
- Build strong working relationships with clients
- Upsell Gray Dawes services and offer preferred suppliers
- Ensure the timely invoicing and reconciliation for all the bookings you are responsible for
- Use our venue find technology (Gratis) skillfully to ensure correct data has been recorded

Additional Duties

- Support the whole of the Events department as required
- Attend internal and external supplier meetings
- Attend industry events and site visits to increase knowledge

Competencies and Skills

- Excellent venue knowledge within the UK and overseas
- Ability to build strong relationships with our clients
- Good supplier negotiation
- Ability to increase margins
- Proactive and positive approach to Events

Experience

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

Contact : recruit@gdg.travel