

The role

We are looking for the candidate to take the lead on our major projects for our biggest clients. You will plan and deliver a range of external client facing conferences, activations, exhibitions and incentives both nationally and globally.

Us

We are one of the UK's leading end to end marketing and event agencies. Working in partnership with global and national companies we drive growth and build brands through insight, creative thinking and engaging experiences for our clients. We specialise in: Incentives, Conferences, Corporate Hospitality, Golf, Marketing and Design.

Are you?

- Happy and Honest
- Oozing with initiative
- Great with people
- Creative and dynamic
- Enthusiastic and polite
- Committed and hardworking
- Cool under pressure
- Inquisitive

Role specifics

Taking a brief & budgeting

- Taking and interpreting initial client briefs
- Prepare and present event proposals to clients if required
- Liaising with suppliers
- Supplier negotiations
- Final sign off for contracts with all suppliers

Project Delivery

- Ensure all business-critical deadlines are met for each event
- Carry out effective interaction with other departments and 3rd party suppliers
- Manage all venues and associated logistical arrangements, as well as the invitation and attendee management process
- Travel on-site to conduct site inspections and undertake planning meetings with all suppliers
- Manage production and design of all on-site meeting materials
- Budget management from start to finish; profit maximisation
- Preparing for a Safe event creating risk assessments for each event
- On-site management
- Production and technical delivery of experiential logistics

- Post-event reconciliation and de-brief with client
- Reporting on client specific SLA's and KPI's
- Reviewing SLAs and processes for each client

Service excellence

- Develop and apply a good understanding of clients' businesses and products
- Being the central point of contact for clients
- Comply with all company and Client policies and procedures, including those relating to Health & Safety Develop and apply a good knowledge of the company's range of services
- Identify new opportunities and leads for existing and new business development
- Provide outstanding customer service, building relationships with internal and external customers
- Keep up-to-date with knowledge of current and emerging industry trends, to ensure you are always advising your clients on new and exciting opportunities to enhance their projects

/// Project Manager

The company
XSEM Marketing Ltd, 3 Park Court,
Park Cross Street, Leeds, LS1 2QH

Contact
Please send CV to:
Victoria Smith, Project Team Lead.
e: victoria.smith@xsem.co.uk

Reports to
Nicola Holmes, Account Manager

Employment
Permanent Full Time

Holidays
22 days per annum plus
Bank Holidays

Salary
£28,000 - £30,000 depending on
experience

Start Date
ASAP

The person

- At least 3 years' experience within an agency environment, running events
- Experience of overseas events
- Excellent negotiation and communication skills, both written and verbal
- Ability to manage multiple projects and work assignments
- Work well under pressure, remaining calm in times of stress
- Strong organisational skills to meet tight deadlines
- Excellent interpersonal skills both in person and by telephone
- Ability to make sound decisions fast and work in a high paced, high-pressure environment
- A team player with the initiative to accomplish projects with little supervision
- Excellent strategic planning and problem-solving skills
- Excellent attention to detail
- Excellent customer service ethic and high expectations for quality
- Exceptional motivational skills to do the job
- Proficiency in the latest versions of Microsoft Word, Excel, PowerPoint, and Outlook