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Events Manager - Property Investments, Networking & Education Events

	
Recruiter	Recruitment Revolution.Com
Location	Southampton, Hampshire
Salary	£25,000 - £35,000
Posted	11 Mar 2016
Closes	11 Apr 2016
Ref	8266
Sector	Construction, Property, Media & Digital
Function	Marketing
Job Type	Manager
Hours	Permanent

Events Manager - Property Investments, Networking & Education Events
Southampton
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About Us

We are property developers and investors, we buy office blocks and convert to residential. We also run an education company teaching people how to do what we do.

Due to continued growth we are now adding a designated Events Manager to the team, you will be tasked with running the our Southampton events. We also run a 2 day teching course in Peterborough five times per year.

Events Manager Primary Responsibilities:

- > To be a friendly, knowledgeable and efficient front face of the businesses, able to clearly articulate purpose and products.
- > To liaise with suppliers, clients and joint venture partners, creating and maintaining good relationships with them.
- > To manage and liaise with guest speakers, associate mentors, outsourcers and internal admin staff.
- > Managing WordPress website content.
- > Manage webinars, online seminars and interviews.
- > To organise and plan events including; sourcing, negotiating, booking and liaising with venues.
- > Creating and updating PowerPoint presentations.
- > Creating templates, generating content and sending online newsletters.
- > Managing and interacting on behalf of our founders with Facebook Groups and other social media platforms.
- > General marketing activities such as sourcing content for and posting social media posts, posting event details across multiple online platforms
- > Assist in the development and updating of products and training materials and ensure excellence and accuracy
- > Manage an effective and efficient filing system for all businesses both online and hard copy.
- > To generate procedures for administration tasks within the business and outsource these to virtual assistants or administrative staff members.
- > To answer the telephone when required and direct/field calls as appropriate.
- > To cover other tasks and areas within the business when required.

Core Competencies:

- > Ability to be thoughtful and demonstrate initiative when dealing with suppliers, clients and joint venture partners
- > Flexibility with regard to changes of agenda and daily routines
- > Ability to resolve conflict or problems when they arise
- > Excellent organisational and planning skills
- > Attention to detail
- > Calm under pressure
- > Maintain a positive attitude in the face of issues and deadlines
- > Self-motivated and self reliant
- > Strong interpersonal and communication skills, demonstrating an ability to influence others and deal with them with diplomacy and tact

Events Manager Person Specification:

This role would suit someone who is able to work under pressure and without supervision. Reasonably regularly you will be working alone and will need to be comfortable to operate this way. You will need to be confident enough to commission work on the director's behalf and maintain confidentiality.

You will frequently be the front face of business activity, and will need to be able to engage and maintain relationships with a wide-range of people from group members, suppliers and Joint Venture partners.

The role requires someone who is able to focus on process driven activity and who enjoys tasks that involve accuracy and adherence to set procedures but at the same time is able to generate their own ideas and contribute to the growth and expansion of the training and mentoring side of the business.

The ideal candidate will be able to balance a friendly approach, with a high workload and pressured deadlines.

You will need to be comfortable working with very direct people and a sense of humour is essential!

The ideal candidate would have a strong commitment to their own development.

The Events Manager role is being managed by agency innovator RecruitmentRevolution.com. By applying for this role you give express consent for us to process & submit (subject to required skills) your application to our client in conjunction with this vacancy only.

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