



Administrator - Events

Job Purpose

The Administrator - Events provides comprehensive administrative support to the Energy team in terms of Sales support, outbound customer support, managing reporting and data management.

Typical Responsibilities

- Work closely with VP and the commercial team to track scheduling and execution for event sales plans in line with event marketing plans on a daily, weekly, and monthly basis. Attend assigned sales and marketing meetings to obtain accurate key metrics to event plans
- Co-ordinate the sales input required for the weekly and monthly sales reports
- Assist in the planning of sales campaigns at competitor events i.e., compiling the sales target lists, researching, and compiling prospect data from competitive events, related association lists and media digital portals and publications
- Maintain the competitor events monitoring system
- Assisting Sales team entering in orders and distributing relevant documentation to relevant departments
- Assist in sponsorship fulfilment and client/supplier relationship including on-site responsibilities
- With the Sales Director, process sales orders in Salesforce and pass to operations
- Support our attendance at our events and competitor show where we are exhibiting e.g., facilitate stand requirements, completing exhibitor forms and arranging freight
- Assist with office operations including answering phones during busy periods pre-show, making outbound calls to delegates, attendees and suppliers supporting events team. Assist with office administration working with VP and Accounting Manager where needed.

You'll have...

- Outstanding telephone skills outbound and inbound customers' service
- Good Administration and Organizational skills
- Computer skills - Word, Excel, PowerPoint, E-mail, and Internet essential
- Experience with Salesforce systems preferable or CRM experience a benefit
- Excellent organisational, presentation and communication skills – will be organising/talking to senior figures/trade bodies and associations over the phone and face to face at conferences/exhibitions
- Self-motivated and proactive
- Able to work on own initiative as well as part of a team
- Able to remain calm under pressure, good time management and prioritization skills
- Ability to be flexible and deal with changing priorities
- Understands the importance of confidential information
- Appreciation of international cultures/foreign language is an advantage
- Excellent command of written and spoken (business) English – other languages could be an advantage, particularly European/Eurasian languages
- Sound commercial awareness, excellent organisational skills
- Highly motivated and proactive with a strong sense of urgency and results orientation
- Self-motivated and able to work effectively both independently and as part of a team
- Ability to multi-task and meet tight deadlines
- Excellent interpersonal skills and the ability to effectively communicate with and relate to all levels both within and outside the organisation
- Good knowledge of MS Office Suite, including MS Word, Outlook, and Excel

You'll be...

- Enthusiastic and outgoing with interest to learn events business
- Excellent people skills
- Be a detailed person
- Communication – excellent written and verbal English
- Time Management
- Ability to work under pressure and to deadlines
- Self-motivated
- Good team working ethics
- Ability to generate ideas
- Lateral thinking
- Analytical skills
- Ability to travel

About Us – dmg events

dmg events is an international exhibitions and publishing company. We attract more than 425,000 visitors to our global portfolio of 80 exhibitions each year. Through our global events, our aim is

simple. We want to accelerate business through face-to-face events, which is why we work so hard to bring people together, creating opportunities for them to network, learn and do business.

If you have personal flair and energy, a customer focused approach to business, are committed to excellence and are interested in creating a marketplace in which leading organizations can meet clients, and share innovative ideas for business and technology, then you might be the right candidate for dmgevents.

Interested candidates can submit an application here:

<https://www.dmgevents.com/jobapplication/?hashcode=dmgevents&id=3698064>