

EVENT PROJECT MANAGER - LONDON.

An exciting opportunity has come up in our London office for an experienced Event Project Manager. Working across a range of clients in different sectors, this is a great opportunity to work on some creative projects. We are looking for someone with strong operational event experience who has delivered internal employee conferences, recognition celebrations and strategy launches. You will be used to working in an event agency environment juggling a variety of projects and clients at any one time. This is an ideal position for someone looking to grow their career further in the event industry.

Key Responsibilities:

- **Project Management** – working either together with the Senior Project Manager/Account Director/Client Services Director or independently to deliver client projects taking ownership of client communication, delivering all production elements required and budget as necessary. Will oversee and manage own projects as and when required. Taking on or overseeing others in briefing internal departments, supplier liaison, content delivery, technical, logistics and delegate management and ensuring all paperwork is completed to ISO9001 standards. Involvement in inspiring creativity and emotional engagement as required, organising and facilitating creative meetings.
- **Financial Management** – working alongside and in agreement with the client account team, full control of project budgets or elements of projects working to agreed margin targets. Timely reporting and reconciliation. Managing payment terms and invoicing to ensure all jobs are cash positive.
- **ISO 9001** – ensuring all processes and procedures are adhered to and paperwork completed to the standard. Assisting with training new starters as necessary
- **New Business** – assisting account team with proposals and pitches as necessary.
- **CRM** – responsible for keeping CRM up to date with supplier contacts, supplier grading and updating notes etc.
- **Health & Safety** – ensuring that all projects have adequate Health and Safety cover. All Risk Assessments and Method Statements to be completed.
- **Supplier Management** – taking ownership of supplier relationships and ensure the best service and price is provided.
- **Company Culture** – demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

Skills:

- Organisational skills and attention to detail
- Good stress management
- Autonomous – taking ownership and responsibility
- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

Requirements:

- 3+ year's event production experience in an agency environment
- Experience of video production would be useful but not essential
- UK & International travel – you should be comfortable with significant amounts of travel at times
- Must have a full UK driving licence and own car