



ASSURED EVENTS
Engage. Inspire. Educate.

Account Executive:

Who are we?

We are a well-established, financially secure event management agency with over 12 years' experience across all event types. We deliver conferences, gala and themed dinners, awards celebrations, parties, incentive trips, launches, exhibitions and team days and run projects all over the UK and into Europe.

There are currently nine of us and we are investing in our team in recognition of the pipeline of new business opportunities that are coming our way and existing client growth.

We're very approachable, down to earth, sociable and bring bags of energy and creativity to our projects. Some of our clients have been with us since we opened our doors.

Our clients have great vision and are open minded to new ideas and making bold decisions. Our belief is, that no matter who the client is or where they are located - smash their expectations and deliver events with purpose. And (crucially) have some fun along the way!

We are looking for someone to join our team to work alongside other Execs, and Account Managers across a portfolio of exciting projects.

The role:

There are many aspects to the role we are looking to fulfil:

Supplier Management

We work with some brilliant, gifted suppliers but are always on the lookout for new additions. You should always be open minded to sourcing new suppliers and looking for the inspirational.

Vet all new suppliers using our approvals process.

Visit new venues whenever possible.

Obtain accurate costs based on accurate specs and manage any supplier attempts to increase them.

Work with our suppliers to get the best out of them, balancing respect with assertiveness.

Project Management

Some jobs you will manage with minimal senior input. Others you will be part of a larger team.

Own the job or your part of it. No-one should know it better than you:

Know your budgets, timeplans & status reports – be a master of the detail.

Honour deadlines set by the client or your line manager.

Manage multiple projects simultaneously.

Check and recheck the detail.

Always consider what the weakest link may be and do all that can be done to strengthen or mitigate it.

Client Service

Offer best advice to clients in consultation with other team members, if required.

Become authoritative (on your job but also on the wider event industry) so that clients trust your opinions.

Manage projects in their entirety whilst keeping your Account Manager/Director updated.

Build relationships with multiple clients.

Know your clients' products/services as well as their competitors.

Provide a first or a strong point of day-to-day contact for clients.

On-the-Day Event Management

Take a pro-active role when running events on the ground (where appropriate) – liaising with suppliers, clients and the project team throughout the event.

Ensure case studies are written up and film/photographic footage is gathered for client and promotional use.

Evaluate events post activity from an agency, supplier, venue & client perspective and make recommendations on improvements.

Business Development

Look for business development opportunities with existing & new clients – explore client team contacts.

Promote the agency wherever/whenever possible.

Contribute to and sometimes lead on, new business responses and proposal responses.

Commercial Responsibilities

Ensure overall agency margin remains at the target level.

Ensure budgets are accurate & approved by line managers & then clients.

Obtain PO numbers and invoice clients.

Chasing receipts & invoices – following accountancy procedures.

Team Development

Take increased responsibility for developing the skills of the Event Co-ordinator and any placement support.

Offer guidance to others on appropriate action/decision making.

Flag issue areas to Managers & Directors (performance or behaviour)

Management & co-ordination of junior team members on projects.

Contribute to team spirit and support other team members with proactive help on workload.

What we'd expect from you:

Skills & Character set

High Standards

A natural drive towards excellence, not just getting a task off a to-do list. A grade of B- was acceptable at school. It's not acceptable here. Clients don't work with us for our B- creativity and event management skills. High levels of attention to detail are a non-negotiable essential.

Creativity

Whether it's thinking on our feet or coming up with ideas for a themed dinner, room dressing, entertainment, an eye for design... we look for people who have ideas and the strength of character to share them.

Assertiveness

The ability to lead rather than be led is essential, whether with suppliers or clients. Not to be confused with arseyness. It's about being clear about what is acceptable and what isn't.

Maturity

This is not about years, it's about seeing the bigger picture and bringing context to challenging issues. It's about being task-focussed and seeing things from a perspective other than just your own. You will need an adaptive personality to be able to get on with many different client and supplier types.

Initiative

Being a self-starter in event management is essential. Don't always rely on someone else to come up with ideas or solutions. Our team uses its initiative to get things done.

Positivity

It's impossible to build anything: relationships, creative solutions, successful events without positivity. We are a hugely positive team. Nobody is inspired by the negative. The sunny side of the street is our preferred walkway.

Sense of team

Everyone claims to be a team player. Helping out colleagues with workloads and deadlines proves it, along with contributing to our collective sense of looking to deliver the absolute best events that we can. Also, when we choose to play – we play.

Work ethic

Event management will never be a 9-5 business. Not many businesses are but this industry can sometimes mean some long hours in the prep and delivery of events. But work-rate matters as much as hours worked. It's back to that problem-solving mindset – a 'get shit done' mentality will get it done. Moaning about it won't.

Open to feedback

Some of our team have been with us for years - since being entry level Event Co-ordinators or placement students. They have developed through management and client feedback. To progress and improve, we all need feedback, whether at an agency or individual level. You'll need to be able to take it on as a positive, not see it as a personal dig. (See maturity above!)

Experience:

Ideally we'd be looking for someone who is already an Event Co-ordinator or has 1-2 years corporate event related experience. If you have been delivering corporate events at a venue, that could be interesting. If you are already at an agency, that too would be interesting. Perhaps you have 1-2 years AV experience or have worked on events on the client side but fancy agency life. Please get in touch.

Please don't just add the word 'event' into a previous or current job title to try and make it fit. Sorry – but we're also not looking for career changers or people who are really a lot more senior. This is definitely a role for someone who has been in corporate events for a relatively short while. Equally, this isn't a role for a new graduate.

What you could expect from us:

A salary of c£20k
20 days annual leave plus bank holidays
Your birthday off work (if it falls on a weekday)
2 'Lend a Hand' charity days off a year (paid)
Complete Christmas shutdown (minimum 3 extra leave days)
Option to exchange unused annual leave for cash at the end of the year
A legendary Christmas party (abroad)
Annual reviews with career development planning
Agency rates at various hotel groups
UK and overseas travel
Annual eye tests & flu jabs
Unlimited fruit in the office
Five year enhancements: Five additional days of annual leave and private medical insurance.
Lots of support and a sociable atmosphere!

What to do next:

On average we receive about 5 CVs a day when we're not recruiting. So, if you are still interested, please send your CV with a covering letter telling us why you think you would be the person best suited to join us and what you would add to our team. We don't just look at the CVs. We see the whole application – content, personality and style – before moving on to the next step. If you want to be creative, that's fine by us!

Please send all applications to karl@assuredevents.com