

## Position – Event Coordinator



Location – Malahide, Co. Dublin

Role Type – Permanent, full-time

A new and exciting opportunity has arisen within our company for an Event Coordinator. We are extremely passionate about running successful events whether large or small, business or consumer based in Ireland or further afield and wish to hire a highly skilled, self-motivated and dynamic Event Coordinator to join our team on a permanent basis.

The successful candidate will be expected to work across our full Event Portfolio both in Ireland and internationally including public and trade events as well as hospitality and social events. If you are passionate about events and feel you have what it takes to work with this dynamic and growing company we would like to hear from you.

The candidate should:

- Have a minimum of 2 years event executive or coordinator experience
- Sound knowledge of events management practices and protocols
- Be educated to degree level, preferably in a related subject
- Have excellent written and verbal communication skills, coupled with highly developed interpersonal skills and a high degree of administrative skills.
- Be communications and technically savvy – complete knowledge of Microsoft suite essential. CMS knowledge beneficial
- Must be flexible and open to changing priorities, managing multiple tasks simultaneously within compressed time frames and have a proven ability to oversee project activities
- Be a motivated self-starter who is comfortable scheduling and attending meetings with current and potential clients and making presentations when required
- Be willing to work evenings, weekends and out of hours as the role dictates
- Have the ability to adapt and integrate into a small, hard-working team
- Flexibility towards duties and work schedule is a key requirement of this role

Responsibilities and duties will include, but are not limited to:

- Support the delivery and logistics of high quality events in line with event specification
- Developing and maintaining strong exhibitor communication channels for each event by creating and updating correspondence letters, mailings, emails etc. on a regular basis
- Creating and maintaining important documents such as exhibitor manuals, heads of agreements, event master lists, booking forms etc.
- Travel and working abroad with international clients and events.
- Answering and directing phone calls within the office
- Working closely with other departments – sales, marketing and accounts on event operations to ensure cohesive communications and activities
- Managing the collation of exhibitor information for event promotions and onsite requirements
- Maintaining event websites and apps

- Assisting with reporting of event performance including providing metrics on attendance, costs and feedback
- Managing and updating the floorplan for each show
- Liaising with event contractors on event production and operations
- Liaising with graphic designers and in house sales and marketing team on marketing material for shows
- Researching potential venues for meetings or events
- Managing, collating and organising all pre-show materials for use onsite at events
- On site contact for Organisers Office
- Assisting operations manager with various other tasks in the office and on site
- Organise, coordinate and attend meetings with exhibitors, clients and contractors.

The above duties are indicative of the nature of the role rather than a definitive list.

The ideal candidate will:

- Have a passion for working within the events industry in a dynamic, fast paced organisation
- Aspire to grow within the company and role and strive to help Eventhaus to achieve our strategic objectives
- Have a motivated work ethic and energy for helping to create successful events

If you are interested in this role please email your CV and cover letter, stating why you think you would be right for the role to: [Rebecca.dunwoody@eventhaus.ie](mailto:Rebecca.dunwoody@eventhaus.ie)