



Role: Administrator

Term: Permanent – Part-Time with potential for work full time at some times.

Location: Combined office based and on-site working at event venues. Office located in North County Dublin

Remuneration: Commensurate with experience

Applications to: louise.mcloughlin@eventhaus.ie by 18th of January 2023

Overview:

A new and exciting opportunity has arisen within our Company. We are passionate about running events whether large or small, business or consumer based in Ireland or further afield and wish to hire an Administrator. The successful candidate will work in the Operations Department across our full exhibition and event portfolio in Ireland and abroad. If you feel you have what it takes to work with this dynamic and growing company, we would like to hear from you.

The core role for the Administrator will focus on operations for our exhibitions within corporate and consumer markets. The key tasks for the role include but are not limited to the list of duties and responsibilities outlined below.

List of Duties/Responsibilities:

- General Office Administration
- Answering Phones, screening & directing calls to other staff members.
- Answering Exhibitor queries by phone & email
- Creating & managing databases
- Processing Exhibitor bookings
- Working closely with the Operations Team on exhibitor relationships and contracts
- Working closely with marketing team on marketing opportunities for exhibitors and supplying information for this
- Working closely with accounts team on exhibitor payments
- Management of online membership association administration.
- Creating and updating event documents such as exhibitor manuals, masterlists, exhibitor listings, booking forms, speaker agreements, etc.
- Sending welcome pack and booking email to Exhibitors including exhibitor's manual & relevant forms
- Gathering any additional promotional material from Exhibitors as requested
- Liaising with contractors on Exhibitor updates
- Scheduling reminder emails to exhibitors in the run up to events regarding the exhibitor's manual, form submissions, complimentary tickets, exhibitor badge registration, etc.
- Onsite management of Organiser's Office at events

Personal Requirements:

The ideal candidate will:-

- Be Educated to degree level.
- Be proficient in Microsoft Word, Excel, PowerPoint, Teams & Outlook.
- Have previous experience in answering and screening calls.
- Be a team player who is enthusiastic, bright and has a can-do attitude.

- Have the confidence to deal with contractors and exhibitors in a professional and efficient manner.
- Have the ability to build a natural rapport with people.
- Previous experience in client facing roles and managing client expectations and deliverables.
- Have the ability to think on their feet and apply problem solving abilities in a complex and dynamic environment.