

Job Title: Exhibitor & Event Co-Ordinator

North County Dublin

Salary: €30,000 pa + bonus

Applications to: louise.mcloughlin@eventhaus.ie

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 Exhibitor & Event Co-Ordinator. The successful candidate will be expected to work across our full exhibition and event portfolio in Ireland and abroad in this operations role. 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 core role for the Exhibitor & Event Co-Ordinator will focus on operations at our exhibitions within corporate and consumer markets. The key tasks for the role include but are not limited to:-

- Researching potential venues for events and accommodation providers
- Booking event venues
- Liaising with venues on event details for move in, event and strip out
- Organising pre-show materials for onsite at events
- Onsite management of Organiser's Office at events
- Holding meetings with clients and contractors
- Working closely with sales team on exhibitor relationships and agreements
- Sponsorship management and ensuring onsite sponsor deliverables are met
- Working closely with marketing team on marketing opportunities for exhibitors and supplying information for this
- Working closely with accounts team on exhibitor payments and details
- Responsibility for and supervision of junior staff member in ensuring that the following exhibitor participation tasks are completed in a timely manner and to a high standard
 - Answering Exhibitor queries by phone & email
 - Processing Exhibitor bookings
 - 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 exhibitors manual & formstack links
 - Managing and updating the floorplans for each show
 - Updating event websites with exhibitor information as submitted
 - 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 exhibitors manual, formstack submissions, complimentary tickets, exhibitor badge registration, etc.

PERSONAL REQUIREMENTS

The ideal candidate will:-

- Be Educated to degree level
- Have the ability to build a natural rapport with people
- Be a team player who is enthusiastic, bright and has a can-do attitude
- Have operations experience in events or exhibitions
- Have the ability to think on their feet and apply problem solving abilities in a complex and dynamic environment
- Have the confidence to deal with contractors and exhibitors in a professional and efficient manner
- Have a good telephone manner