Join Our Team!

Event Co-ordinator

Location: Office based 4 days a week with 1 work from home day
Reporting to: Events Manager
Salary: On Request

About Echo Events & Association Management

Echo Events & Association Management provides professional association management, event management and strategic support services to membership organisations, associations and professional bodies. We work as an extension of our clients' teams, delivering exceptional member engagement, communications, marketing and business growth initiatives.

About the role

We are looking for an enthusiastic, organised and personable **Event Co-ordinator** to join the team at Echo Events & Association Management.

This is a varied, hands-on role supporting our Event Managers and Sponsorship Manager with the planning, administration and delivery of a busy portfolio of events. From conferences and awards ceremonies to meetings and other professional events, you'll help make sure everything runs smoothly behind the scenes and that delegates, clients, sponsors and suppliers receive an excellent level of service.

No two days will be quite the same. You might be answering delegate enquiries, updating an event website, liaising with a venue or supplier, preparing delegate information, ordering materials or getting ready to travel to an event.

We're looking for someone who enjoys being busy, takes pride in getting the details right and is happy managing several different priorities at once.

Key responsibilities

Working closely with the Event Manager, Sponsorship Manager and wider Echo team, you will support all aspects of event planning and delivery, including:

- Supporting the planning and administration of events from initial preparations through to delivery and post-event activity.
- Liaising with venues, suppliers, speakers, sponsors, exhibitors and other event partners.
- Managing event inboxes and responding to delegate and customer enquiries in a friendly, professional and timely manner.
- Supporting delegate registration and maintaining accurate attendee information and records.
- Ordering and coordinating event materials, signage, badges, stationery and other event requirements.
- Updating event websites and online information, ensuring content remains accurate and up to date.
- Preparing event documentation, delegate information and other materials.

- Supporting the Event Manager and Sponsorship Manager with administrative tasks and event preparations.
- Assisting with sponsor and exhibitor requirements in the lead-up to events.
- Maintaining spreadsheets, databases, booking information and event records.
- Attending events and providing practical, on-site support to ensure they run smoothly and delegates receive a positive experience.
- Carrying out general administrative duties and providing support to the wider team when required.

About you

The successful candidate will be an excellent organiser with strong administrative skills and a naturally positive approach to customer service.

You'll be confident communicating with a wide variety of people and comfortable taking responsibility for your own workload while working as part of a busy, collaborative team.

You will need:

- Excellent organisational and administrative skills.
- Strong attention to detail and a commitment to accuracy.
- A friendly, personable and professional approach.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Good Microsoft Excel skills and confidence working with spreadsheets and data.
- Confidence using Microsoft Office and learning new systems and online platforms.
- The ability to prioritise your workload and manage competing deadlines.
- The ability to juggle several tasks at the same time.
- A proactive approach and willingness to take ownership of tasks.
- A positive, flexible and can-do attitude.
- The ability to remain calm and organised when things get busy.
- A willingness to travel and attend events as required.

Previous experience in events would be welcome, but we'd also be interested in hearing from candidates with strong administration, customer service, hospitality or similar experience who can demonstrate the organisation, communication skills and attitude needed to succeed in the role.

What we're looking for

Above all, we're looking for someone who **likes making things happen**.
You'll notice the small details, be comfortable picking up the phone or responding to an email, and enjoy working through a busy to-do list. You'll be someone the team can rely on to follow things through, keep information organised and provide a great experience for the people we work with.

Events inevitably involve changing priorities and busy periods, so you'll need to be adaptable, practical and willing to get stuck in. In return, this is an opportunity to work across a diverse range of events and clients and gain hands-on experience across the full event management process.

To apply, please send your CV and a covering letter outlining your relevant experience and why you would be a great fit for Echo Events & Association Management to TraceyChristy@echoevents.org