

## Job Description

**Job Title:** Exhibition Executive

**Reports to:** Exhibition Manager

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### The Company

Situated in the heart of St Albans City Centre, opposite St Albans Abbey in a beautiful grade II listed building, Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser of business to business events. Established in 1965, the company is part of Reed Exhibitions. Reed Exhibitions (RX) is the world's leading events business, enhancing the power of face to face through data and digital tools. Every year we run over 500 events in 30 countries, bringing together over 7 million event participants worldwide. Reed Exhibitions is part of RELX Group.

Mack Brooks has been acquired by Reed Exhibitions in early 2019 and is going through an exciting integration phase. We are changing and implementing new practices, processes and systems. We value our staff and are introducing new development programs. Our office is vibrant, multi-cultural and fun. We love organising shows!

### The Position

We are currently looking to recruit a Exhibition Executive to work on one of our trade exhibitions. The ideal candidate will provide full administrative support and operational requirements relating to the preparation and staging of trade exhibitions. Strong administrative skills, with high attention to detail is essential.

### Key Tasks

- Establish and maintain strong relationships with customers
- Handling potential customers, as well as general exhibitor and visitor requests
- Sales to existing exhibitors
- Database management
- Administrative tasks
- Market research / Monitoring of competitors' activities
- Liaising with internal departments
- Proof reading

### Required Skills, Knowledge, Experience:

- Proactive, responsive and able to work under pressure
- Fluency in English (written and spoken)
- Experience of working in an administrative or customer care role
- Strong IT skills, in Microsoft Office.
- Strong administrative skills and ability to multitask
- Good Verbal and written communication
- Excellent attention to detail
- Strong interpersonal and organisational skills
- Ability to work to strict deadlines
- Willingness to travel (occasionally)

**We provide**

- Excellent working hours (35 h/week: Monday - Thursday 8.30 am to 4.45 pm incl. 1 hr lunch, 8.30 am to 4 pm on Fridays incl. 1.5 hr lunch)
- 22 days holiday, rising to 25 days after 4 years' service, plus Christmas closure days in addition to the holiday entitlement
- Pension
- Life Insurance
- Income Protection
- Season Ticket Loan
- Gym discount

If you would like to apply, please click the link below:-

<https://reedexpo.jobs/job/exhibition-executive>