

Job Description

Job Title: Junior Event Executive (EuroBLECH)

Reports to: Event Manager

The Company

Reed Exhibitions (RX) is in the business of building businesses for individuals, communities, and organisations. We elevate the power of face-to-face events by combining data and digital products to help customers learn about markets, source products and complete transactions at over 400 events in 22 countries across 43 industry sectors. RX is passionate about making a positive impact on society and is fully committed to creating an inclusive work environment for all our people. RX is part of RELX, a global provider of information-based analytics and decision tools for professional and business customers. www.rxglobal.com

RELX is a global provider of information-based analytics and decision tools for professional and business customers. The Group serves customers in more than 180 countries and has offices in about 40 countries. It employs over 33,000 people, of whom almost half are in North America.

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, Mack Brooks has been acquired by RX 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 have an exciting opportunity for an enthusiastic Junior Event Executive to join the EuroBLECH show team on a permanent basis. EuroBLECH is the world's largest Sheet Metal Working Technology Exhibition taking place in Germany, which attracts top industry professionals from all over the world. It targets sheet metal working specialists at all management levels in small and medium-sized companies as well as large enterprises.

You will be working closely with the Event Manager and the show team on organising the EuroBLECH trade event.

Key Responsibilities

- Direct sales and sales management
- Establishing strong relationship with customers (German and international market)
- Handling potential customers as well as exhibitor and visitor enquiries incl. data management
- Sales analysis and reporting
- Support for industry research and analysis of development sectors
- In-show conferences management
- Support for digital product coordination
- Data management to ensure data quality
- Co-operation with the industry partners
- Liaison with supporting department for floor planning and on-site setup (operations department) and marketing promotion campaigns (marketing department)
- On-site travel and staffing of the show management office during the show
- Occasionally, visits of other shows within the industry

The candidate

- Experience in customer care would be an advantage
- Fluent in English (written and spoken), an additional foreign language, especially German, would be an advantage, but is not a requirement
- Strong IT skills, in Microsoft Office
- Strong organisational and administrative skills
- Ability and willingness to communicate effectively with the customers as well as with all areas of the business (written and spoken)
- Proactive, responsive, enthusiastic, and professional
- Excellent attention to detail and ability to learn and understand the business
- Strong interpersonal skills and ability to work as part of a team
- Ability to be flexible, prioritize and to work under pressure
- Ability to work independently after introduction and briefing on small projects and tasks, to present results to manager,
- Excellent time management, ability to multitask and to meet deadlines

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)
- 25 days of annual leave (plus Christmas closure days in addition to the holiday entitlement)
- Pension
- Life Insurance
- Private medical cover
- Season Ticket Loan
- Gym discount

If you would like to apply for this position, please click the link below:

<https://jobs.rxglobal.com/job/event-executive-3>