

Events Co-ordinator

Full time, permanent

Based at Midmill Facility, Kintore, Aberdeenshire

Job Description

Oversee all aspects of event planning and management for the OEG group, including internal and external events, with experience of planning exhibitions and other business-to-business events in the UK and overseas.

Responsibilities

- Develop and maintain a global events calendar for all OEG businesses
- Management of exhibition budget
- Research and recommend events for OEG businesses
- Support all aspects of an event including collateral, merchandise and logistics
- Complete event tasks that meet important deadlines and stay on track with timelines
- Research, manage and liaise with suppliers and make selections based on quality, and cost
- Ability to develop content for events and work with the marketing team to produce supporting print, and other collateral
- Day-to-day administration of an event including placing orders, managing vendors, travel planning, reservations, facilitating company attendees, answering questions, and resolving issues.
- Ability to plan multiple events at once
- General marketing support as required
- UK travel and some international travel may be required

Skills

- Excellent organisational skills
- Attention to detail, team-oriented
- Shows initiative, enthusiasm and stays calm under pressure
- Great communication skills and the confidence to deal with changing situations
- Experience coordinating people and working with teams such as sales and marketing
- Excellent organisational and multitasking skills

Qualifications

- Relevant experience in event planning or event coordination
- Qualification in events management or marketing
- Proficient in MS Office applications