

Job Description

Job Title:	Events Co-ordinator
Location:	Kintore / Portsmouth
Responsible to:	Group Marketing Manager
Responsible for:	N/A
Core Purpose:	Oversee all aspects of event planning and management for the OEG group, including internal and external events, with experience of planning and attending exhibitions and other business-to-business events both in the UK and Internationally.
Health & Safety Responsibilities:	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Offshore Group HSE policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and have an understanding of OEG's targets and objectives.
Environmental Responsibilities	Comply with our recycling standards using the correct disposal of items as per signs and bins provided. Reduce energy consumption by turning electrical equipment off when not in use. Report any spills immediately to the Group QHSE Team/Line Manager to allow spill team to clean up using correct items. Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.
Key responsibilities & accountabilities:	<ul style="list-style-type: none"> • Develop and maintain a global events calendar for all OEG businesses • Plan and maintain detailed exhibition costs • 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 International travel will be required
Skills & Experience:	<ul style="list-style-type: none"> • Excellent organisational & communication skills • Attention to detail with high level of accuracy • Shows initiative, enthusiasm and stays calm under pressure

Personal data processed by OEG Group as part of a documented policy or procedure is held in compliance with current data protection legislation including the General Data Protection Regulation (GDPR) and any other laws, regulations and provisions relating to Processing applicable in the United Kingdom or any other country.

	<ul style="list-style-type: none"> • Ability to deal effectively with multiple business entities/leaders and have the confidence to deal with changing/challenging situations • Experience coordinating people and working with teams such as sales and marketing • Excellent organisational and multitasking skills • General marketing experience advantageous • Social Media Skills
Qualifications:	<ul style="list-style-type: none"> • Relevant experience in event planning or event coordination. • Qualification in Events Management or Marketing • Full UK Driving License
Print Name:	
Signed as accepted :	
Date :	

Personal data processed by OEG Group as part of a documented policy or procedure is held in compliance with current data protection legislation including the General Data Protection Regulation (GDPR) and any other laws, regulations and provisions relating to Processing applicable in the United Kingdom or any other country.