

## Job Description

### Events Project Administrator

**£32,500.00 DOE + Benefits**

Location: Leicester City Centre | Full Time

#### Summary:

**PLEASE NOTE: THIS ROLE IS BASED 4 DAYS A WEEK IN OUR LEICESTER OFFICE AND 1 DAY A WEEK WFH. PLEASE ONLY APPLY IF YOU ARE ABLE TO MEET THIS CRITERIA.**

We are seeking a passionate, dynamic and meticulously-organised Events Project Administrator to work across our growing portfolio of multi-faceted regional, national and international events.

In this role, you will be the "engine room" of projects, providing an essential administrative backbone to everything from high-stakes industry conferences, awards evenings and expos to large-scale gala dinners and product launches.

You will support our Project Managers by ensuring that every moving part - from venue searches to vendor contracts to attendee registrations - is handled with precision, and our contractual obligations are delivered on-time and within budget.

It is a critical office-based position (with on-site requirements) focused on the meticulous planning, documentation, and logistical coordination that happens months before the curtain rises!

You will need a hands-on, yet strategic approach; be able to multi-task with conflicting priorities and demonstrate industry knowledge and confidence in your planning and decision making.

We will provide you with the time, space, flexibility and support to deliver, develop and enjoy what you do!

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#### Reporting Lines:

Reporting to: Managing Director

**Responsibilities – Events Project Administrator:**

- Venue Support: assist with venue searches, hotel searches, catering research (ensuring dietary requirements are met)
- Logistics support: coordinate site visits, transport and accommodation
- Supplier & Stakeholder Management: act as a primary point of contact for suppliers (AV, catering, security, hotels, venues, etc.), gathering quotes, managing contracts and contractual negotiations
- Financial Administration: assist in maintaining the overall event budget, track project spend against budget, maintain accurate records of purchase orders and supplier payment schedules
- Internal administrative support: calendar management and arrangement of meetings.
- Registration Oversight: Manage end-to-end attendee registration processes using platforms like Cvent, Eventbrite, or internal CRM systems. Coordinate invitations, ticketing, and associated logistics.
- Documentation: Prepare and distribute event collateral, including delegate packs and name badges, travel and accommodation arrangements for colleagues. Assist with collating Risk Assessments and Method Statements (RAMS) from all third-party contractors
- On-site/Virtual Support: provide administrative assistance during the event (in-person or virtual)
- Post-event support: maintain organized digital archives of event assets for future reference , maintain an updated database of preferred vendors and third-party supplier
- Post-Event Analysis: collate feedback and prepare post-event reports for stakeholders

**Responsibilities – General:**

- Represent the Company at client meetings, presentations, networking sessions and events as required.
- Actively promote the company and its activities across the array of stakeholders, business and political networks to enhance brand profile and create new opportunity and future prospects.
- Ensure that the company's contractual responsibilities and obligations are delivered on-time and within budget for each event.
- Make use of effective digital tools to streamline planning and work processes.
- Take a hands-on approach and maximise the use of resources of others in the team

**Essential Criteria:**

- 1-3 years of administrative experience, preferably within the corporate events and hospitality or similar industry.
- Exceptional organisational, scheduling, time and delivery/implementation skills.
- An ability to build strong long-term relationships with clients and suppliers at all levels of a business.
- An ability to demonstrate a personal approach with creative thinking, intuition and flair.
- Multi-task with conflicting priorities and time pressures.
- Highly focused on 'detail'.
- Willingness to travel to other areas of the UK/ abroad if necessary and work flexibly as projects require.

**Desirable Criteria:**

- Experience of having worked across multiple business sectors.
- Experience of CRM and ticketing systems.
- Hold a full and valid UK Driving License.

Thank you for your interest in Associate Events, we hope to meet you soon...

**Associate Events Limited is committed to Equal Opportunity in employment, and welcomes applications from all sections of the community.**

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No aspect, words or meanings contained within this Job Description / Advert form any part of a contract or guarantee of continued employment or associated terms between the company and the prospective employee.

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## **/Contextualising the Job Description Above**

### **/ About us**

Formed in 2010, Associate Events (AE) is now a market leading events and brand management agency, that offers concept to delivery services in Events, Production, Brand Management and PR – our four pillars of delivery.

Under this suite of services, is a range of support services, including but not limited to, graphic design, social media management, venue sourcing, script writing, marketing, business development and visual design, event administration and technical delivery making Associate Events our clients' full-service agency.

### **/ Our People**

People are our most valued asset. We believe in building a professional team of people with exceptional skills and experience who are dedicated to the success and growth of our business.

We want to select you because your attitude, background, experience, and professionalism will make you a vital player in this team and that you will be able to add great value to the progression of the company. We believe that are people persona is reflected in these words.

- Creative
- Dedicated
- Ambitious
- Results Focused
- Fun
- Professional
- Working to support both AE and our clients alike

We recognise that you will aspire to develop and grow in your role and in your career with Associate Events (AE). In this regard we monitor the progress of all team members, ensuring they are given the necessary training and development opportunities, whilst operating an open, transparent, and supportive dialogue with our team. We believe in providing a competitive remuneration package and in recognising and rewarding outstanding effort and performance.

We also know that successful teams will thrive when they have a modern, safe, clean, and efficient working environment supported by developing and quality systems. It is a fundamental AE aim to provide this facility.

### **/ Service Objectives**

There are good reasons that our clients wish to use an agency like us. However, we measure our service delivery levels by checking we have met the following objectives:

- Exceeded the clients initial brief and their objectives?
- Enhanced their output beyond which they could have achieved themselves?
- Added value to the project and the client?
- Reduced 'Internal' pressures to allow our client to be free to focus on their vision and their own role?

## / Sectors

Some agencies work only within niche markets, but as AE has grown, developed and diversified – we have identified that our 'core areas' of work fall under the following sectors and we continue to try and concentrate our efforts here:

- Technology
- Military & Defense
- Professional & Financial Services
- Luxury
- Hospitality
- Automotive