

Event Administrator

20-20 Events are a small events organizing firm that specialize in event production and operations management. Our work spans a number of sectors, and we have a strong portfolio of events including Frieze London and Frieze Masters, Masterpiece London, Photo London, CarFest, and the Pub In The Park series.

We're looking for a hard working, organized, and motivated Events Administrator to join our small, busy team. You should be passionate about working in the events industry, be prepared to work long hours and weekends at times, and enjoy working in a fast paced and pressured environment. You'll be organized, with a 'can do' attitude, able to manage your own workload, and work well as part of a team. You should be an excellent communicator, diplomatic, confident and friendly, be thorough, motivated and take pride in the accuracy of your work.

You should be able to demonstrate the following;

- Relevant work experience.
- Fluent English (preferably mother tongue)
- Excellent customer service skills.
- Fluency in Microsoft Office.
- Strong maths and English skills.
- Good keyboard skills.
- Thorough research skills and an eye for detail.
- Excellent interpersonal and communications skills and an eye for detail.
- Ability to multi task, and thrive in a pressured environment.
- Plenty of stamina for working long hours.

Duties include but are not exclusive to;

- Administering all aspects of event management
- General administration, acting as first point of contact, resolving queries, running mail merges, drawing up schedules, managing day to day systems.
- Ad hoc office support including PA duties to the Managing Director.
- Sourcing quotes from contractors, sending out and tracking PO's and invoices, and managing contractors and suppliers.
- Updating spreadsheets, researching suppliers, drawing up cost comparisons and administering tenders.
- Liaising with clients, contractors, exhibitors and suppliers.
- Preparing briefs, timetables and information.
- Tracking delivery notes, managing temporary staff, keeping records.
- Working both 'on site' during events and from our office in Acton.
- PA Duties to the Director

Benefits

Salary - £27,000pa

Pension contributions

Holiday entitlement – 20 days pa plus lieu days.

Apply with CV and covering letter to - info@20-20events.com