

ROLE: Events Management Graduate

COMPANY: Galaxia

Imagine being part of a fast and exciting brand experience agency whose clients include specialists in new technology, creators of some of the most stunning electric vehicles on the planet, financial institutions, and global leaders in pharmaceutical solutions. As an agency, we elevate these brands and make them heard through immersive and memorable virtual and face 2 face experiences.

As a people-first business, we encourage ambition, support and reward. We're always listening and open to your ideas, just as we do with our clients.

Our name? It's Galaxia, an agency on a mission to be the very best. This means we always want to hear from the very best creative and intelligent souls who genuinely believe that every moment matters.

This is a truly exciting role, offering an introduction to the world of events management. An ideal position for someone interested in joining a growing agency and learning from some of the industry's best. A dual role, supporting our Delegate Management and Event Logistics Teams with the delivery of outstanding events on behalf of our clients. Assist in maintaining excellent client communications and service levels to ensure quality project management throughout.

You will be enthusiastic and relish a challenge in a fast-paced agency environment. There will be the opportunity for some UK and International travel.

Management tasks

- Managing and prioritising responses in the event mailbox.
- Collating data and building excel reporting templates.
- Drafting, proofing and editing of delegate communications, including invitations and joining instructions.
- Building and testing registration websites, including registration forms.
- Supporting with event app builds.
- Multitask and prioritise client and internal expectations in a fast-paced environment.
- Collaborate effectively with key suppliers.
- General support for the Delegate Management team.

Logistics based tasks

- Provide administration support on projects working with the Event Logistics team.
- Conduct venue sourcing for existing and new proposals.
- Creating event proposals which fit client requirements and presenting proposals by set deadlines.
- Researching and coordinating event suppliers.
- Attending meetings and creating contact reports.
- Maintain financial and project management system.
- Liaise with clients, team members and stakeholders during the event planning.

- On-site delivery of the event.

Essential experience & skills:

- Positive, patient and organised.
- Proficiency in Microsoft Office applications - particularly Excel and PowerPoint.
- Attention to detail and accuracy in documentation.
- Strong organisational skills.
- A good client service ethic.
- Good communication skills (verbal and written).
- Pro-active and shows initiative.
- Ability to work well under pressure.
- Ability and flexibility to travel on events, as required.
- Educated to degree level.
- A passion for events.