

Events Manager – Incentives

Competitive salary + Benefits + Bonus

Availability: Immediate

An incredible opportunity to join a bright and vibrant Creative Event Agency based in Windsor, Berkshire. With future growth plans we are now looking for an Incentives Event Manager to join our team where the right candidate will work within the Operations department to organise and deliver a range of incentive travel events.

Key responsibilities include:

- Overall main point of contact for client, venue and DMCs for the duration of the project
- Overall budget management for entire project
- Understanding/comprehension of overseas taxes and exchange rates
- Supplier sourcing and negotiation
- Creation and management of all relevant documentation in line with our internal processes to include; Project payment plan, project timeline and running order
- Creation and Management of full creative proposal
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- Attend client facing meetings including pitches and presentation
- Attend site visits as and when required
- Management of all Health and Safety documentation pre event and onsite
- Travel and Registration Management
- Client invoicing and raising of POs
- Onsite management UK and overseas

Who we are looking for:

Candidates who have a proven track agency record of successfully managing and delivering Incentive travel events end to end with a minimum of 4 years experience.

The candidate must be willing to work onsite mostly overseas and be able to work unsociable hours away from home.

Excellent client management is required, as you will be dealing with a broad range of clients from PAs right up to CEO level.

The candidate must have the ability to install confidence in the client throughout the project lifecycle and demonstrate excellent problem management skills to tackle difficult situations as and when they arise in a professional and personal manor.

Someone who has the confidence to act as a host onsite during events at the same time as delivering high end incentive events with meticulous attention to detail.

Being able to work under pressure on more than one project at a time is paramount, excellent organisational skills are essential.

Confidence using Microsoft Office applications, especially PowerPoint and Excel is essential.

We have a very strong company culture where people are passionate, enthusiastic and committed so we are looking for someone who shares these core values

In return, we can provide an excellent working environment where you will be supported and be given training where you can grow and progress your career further within the agency.

If you are interested in applying for the above role, please send your CV and a covering email to gemma@penguins.co.uk