



Example of Event Executive Job Description

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Our company is hiring for an event executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for event executive

- Post event analysis producing final delegate lists for each Routes event
- To assist with the delegate listings for the event Delegate Directories
- To assist with the set up of events on the N200 system
- To manage the updating and maintenance of the Routes News Mailing List
- Delivery of various tasks, as allocated by the Operations Manager, in support of running various sized exhibitions in the UK and abroad, where required
- Production and adherence to the event specific Time and Action plans
- Creating purchase orders and updating operational show budgets, both pre and post show, with the assistance of other team members where required
- Managing and maintaining floor plans, and exhibitor queries relating to them
- Design and production of simpler system built feature areas, where required
- Delivery of all operational sponsorship deliverables, contras, and specials, in co-operation with the sales team where appropriate

Qualifications for event executive

- Good design/visual skill would be great advantage
- Marketer, Event Organizer, PR
- Exceptional budget management and negotiation skills
- Proficiency in Microsoft Office Word, Excel, PowerPoint and Internet
- At least 3 years of experience in Marketing or Finance, preferably in the mutual fund or financial services industry
- Excellent written and oral communication skills in German and English

