



ASHFORDS LLP

«Events Coordinator»

Contact information

Contact name Ashfords LLP
Contact phone +44 (0)20 7544 2424
Location England, South West, Devon, Exeter

Job details

Salary by agreement
Job type Contract

Requirements

The ideal candidate will have excellent organisational and administrative skills, ability to work as a team player, be able to manage multiple events and activities and have the ability to work to tight deadlines. Previous experience of working within a professional services environment and experience of running events is preferred.

Job responsibilities

Supporting the M&BD in the preparation, organisation and running of events Assisting with the compilation of mailing lists To deliver a schedule of events for the firm Drafting and mailing invitations and monitoring responses Maintaining the Ashfords Marketing diary Producing seminar packs, name badges and other materials as required

This job is posted on the employment service «www.jobgear.co.uk»