

Conference Partners International

Senior Account Executive – Job Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Maths and English to a higher level 	
SKILLS	<ul style="list-style-type: none"> Knowledge of MS Office Experience of dealing with finances Ability to work to deadlines Time Management 	<ul style="list-style-type: none"> An understanding of new technology solutions Developing training plans Project Management Logistics
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Highly organised Drive to achieve and exceed company standards Enthusiastic & Willing to Learn Self-Motivated and able to work independently and as part of a team 	<ul style="list-style-type: none"> Ability to share knowledge and train teams
EXPERIENCE	<ul style="list-style-type: none"> At least 2 year experience of working within a Conference or Event Management environment Achieving targets Working with a range of clients and suppliers 	<ul style="list-style-type: none"> Use of Social Media Creating content for marketing
KNOWLEDGE		<ul style="list-style-type: none"> Knowledge of the Events Air Event Management Solution An understanding of the Association and Not for Profit Markets

