

Conference Partners International

Conference Partners International, an awarding winning company, we are an international leader in the global event and conference industry. We have 20 years' experience in managing international and national conferences; operating globally, we have offices in both Ireland and the UK. Our remit is to take over the administrative headache of organising an event or conference and to ensure a smooth and effortless flow of any occasion.

Our service is comprehensive however to synopsis:

- We provide advice in every area including financial management and strategic programme design
- We source the right venue, accommodation and transportation
- We manage the marketing and promotion of all events
- We guarantee impressive and creative social events
- We operate state of the art web-based registration software. This one-stop shop allows delegates to pre-register for a conference whilst at the same time choosing their social events and accommodation.

We believe that our people are central to our success. As a company, we place great importance on teamwork and forging lasting relationships. As a result of proactively securing a large amount of business for Ireland in the coming years, we are expanding and growing our company and the following position is available.

Junior Account Manager

This role reports directly to Operations Director Elva Hickey. A key component of the role is liaising directly with the conference committee on all aspects of the project and guiding the client.

Attendance at committee meetings to include all pre meeting preparation and follow up.

Working with an Account Executive on the setup and management of on-line registration of bookings.

Working with our programme team in the setup and management of on-line abstract submissions.

Updating on the progress of your conferences both financially and logistically.

Support a Senior Account Manager in the logistic management of events, which include:

- Venue and catering management
- Audio visual equipment, staging, lighting and production
- Evening function include staging, lighting, entertainment, décor
- Excursions and tours
- Exhibition and sponsorship management
- Management of hotel allocations
- Working with our in-house design team on; brand design, writing brochure/website content
- Marketing and promotion of the events
- Branding of the venue including set design, indoor and outdoor signage
- Event materials
- Speaker management
- Budget management and financial management of each conference/event.

Skills Required

Company Name :	Conference Partners Ltd.
Company Registration No :	288489
VAT No :	8288489Q
Directors :	Nicola McGrane, Eamonn Ó Callanáin
Registered Office :	12 The Hyde Building, The Park, Carrickmines, Dublin 18, Ireland
Place of Registration :	Company registered in Dublin, Ireland



Highly organised person with a minimum of 2 years' experience in event management. Excellent communication and planning skills, experience in marketing and promoting events, good financial skills and a professional appearance are required. The candidate must be hard working, committed, a team player, ability to work on own initiative.

10 Reasons to Work for CPI

- 👉 Our people are our brand; work for a company with a culture of developing talent and recognising employee worth.
- 👉 World class learning and training opportunities available on a regular basis and a mentor programme to ensure your personal developments needs are being met.
- 👉 Several departments within the one company which offer multiple opportunities for career growth.
- 👉 Work in a modern comfortable environment. Our offices are only 6 years old and are easily accessible by both luas and the M50
- 👉 Enjoy outstanding benefits including an excellent salary package, a wellness and wellbeing programme and a social programme.
- 👉 A diverse and inclusive workplace with employees from all over the world and from various different professional backgrounds.
- 👉 Global opportunities with employees encouraged to work across borders and explore new destinations.
- 👉 Network and build relations with the most influential in the industry at both national and international events.
- 👉 Early finish on the last Friday of the month
- 👉 Our Birthday present to you is a day off

Application Process

Please email a half-page cover letter and curriculum vitae to Mary Cuthbert, quoting reference JAMAPR.

If you require further information please contact Mary Cuthbert mary@conferencepartners.ie Tel: 01 2968688
Visit our website www.conferencepartners.com

