

Senior Account Executive – Conference Partners International

Recruiter	Conference Partners International
Location	Manchester
Sector	Conference Management Company
Function	Senior Account Executive
Hours	Full Time
Job Role	Lead delegate service operation

Conference Partners International

Conference Partners International, an awarding winning company, we are an international leader in the global event and conference industry. We have 19 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.

Senior Account Executive

This role leads the delegate services operation function across the company as the Events Air (our event management solution) "Super User". Implementing (in conjunction with the Operations Director (UK & ROI) processes, training and policies to ensure best practice and efficiency of use across the company.

Alongside supporting the Account Managers in planning and delivering a portfolio of National and International Conferences, specifically managing the online registration of delegates, sponsors and speaker bookings, delegate and accommodation management.

A key component of the position is updating The Operations Director on the progress of your conferences both financially and operationally.

Role elements include:

- Leading the regular development and implementation of processes and policies in regards to Events Air across the company's compliment of Account Executives
- In conjunction with the Operations Director (UK & ROI) create and implement a training plan for Events Air



- Act as the company representative in regards to correspondence, training, licences and troubleshooting with Events Air
- Registration and processing of on-line booking forms to include delegate correspondence, invoicing, bank reconciliation and credit control.
- Setup and management of the registration process through our online registration system Events Air.
- Setup of conference apps through our online registration system Events Air.
- Liaison with delegates by phone and email.
- Assisting with the marketing and promotion of conferences.
- Overseeing accommodation allocations and contract management.
- Corresponding and contracting with suppliers, sponsors and exhibitors.
- Attending client meetings and minute taking.
- Performing other administrative tasks and duties as may be required.
- Attending conferences/events and on-site co-ordination of registration.
- Supporting the programme team in the management of on-line abstract submissions.
- On a daily basis reporting to the Conference Account Manager, overall reporting to the Operations Director Sarah Prior
- When required assisting the Conference Account Manager with the completion of some of the following tasks; Assisting with the logistical management of venue management, catering, audio visual equipment, evening function include staging, lighting, entertainment, décor, excursions and tours, conference materials, signage, exhibition management, hotel allocations.

Skills Required

- Highly organised
- Excellent communication skills
- Excellent time management and planning skills
- Excellent financial skills
- Quick learner of new technology, you will be trained on our online registration system Events Air
- Enthusiastic and willing to learn
- Self-motivated and able to work effectively both independently and as part of a team
- Ability to work to deadlines
- Knowledge of MS Office

Application Process

Please email a one-page cover letter and curriculum vitae to Sarah Prior.

If you require further information please contact

sarah.prior@conferencepartners.com

Tel: 0131 306 0120.

