CONFERENCE & EVENTS COORDINATOR

Person Specification

Essential

- A-Level Standard of Education, with at least GCSE or equivalent in English and Maths.
- Excellent interpersonal skills, and the ability to communicate with people confidently and effectively on the telephone and face to face.
- A team player, with a willingness to assist other team members as necessary.
- Problem-solving ability and able to ‘think outside the box’.
- Previous experience of working in a demanding administrative role, preferably in a conference and events type setting.
- Strong organisational and time-management skills.
- A confident telephone manner and ability to respond courteously and helpfully to all enquiries.
- A pro-active approach to tasks.
- Attention to detail and accuracy in the written word.
- Ability to work autonomously and to seek guidance where necessary.
- Computer literate, with a thorough knowledge of Email, MS Word, PowerPoint and Excel.
- Experience of using databases.
- Occasional flexibility to work hours to suit the demands of the Department to achieve deadlines.
- Discretion at all times when dealing with matters of a personal or confidential nature.
- An understanding of the GDPR.

Desirable

- An interest in pursuing a career in events management.