

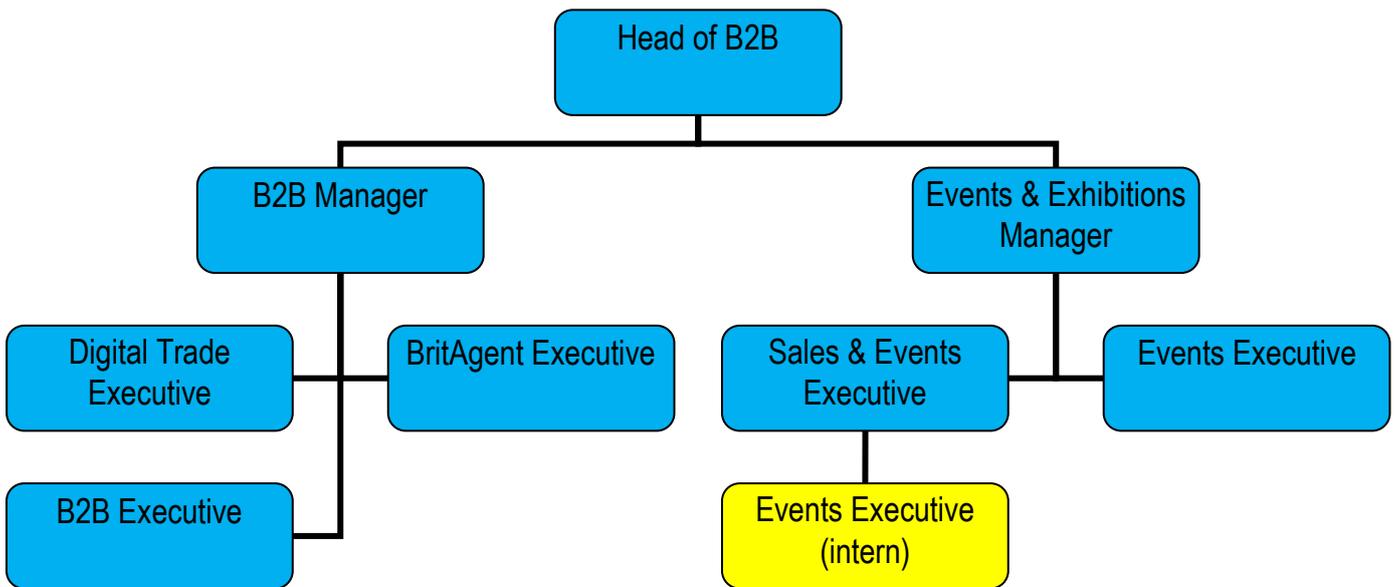
JOB DESCRIPTION

JOB TITLE: Events Internship	POST NO:
DIVISION: B2B	DATE EFFECTIVE:
REPORTS TO: Industry Engagement & Events Manager	JOB HOLDERS SIGNATURE:
MANAGERS SIGNATURE:	DIRECT REPORTS SIGNATURE:

JOB SUMMARY

To assist the events team with event logistical support, familiarisation trip organisation, data collection, financial processing including pro-active calling to chase for payments, as well as responding to general emails received into the events inbox for the upcoming ExploreGB event which is being held in March 2017.

ORGANISATION CHART



COMPETENCIES

SPECIFIC TO JOB	GENERIC
<ul style="list-style-type: none"> Willingness to make outbound telephone calls (non-sales related) Excellent verbal and written communication skills. Fully computer literate: specific knowledge of Microsoft Excel, Word, PowerPoint and image editing software. Well organised and process driven with the ability to 	<ul style="list-style-type: none"> Proven organisational and self management skills Good financial management skills Ability to work independently and on own initiative Strong team orientation with a willingness and preparedness to share and seek information and knowledge, and to help and support others in the team Ability to identify and understand customer needs and

<ul style="list-style-type: none"> produce clear and accurate reports. Working knowledge of the travel trade (UK and international) would be an advantage. 	<ul style="list-style-type: none"> have the ability to balance and mediate different interest Well-developed problem solving skills and positive “can do” attitude Flexibility and adaptability
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

KEY RESULT AREAS

What are the key objectives and the targets you have to meet	% Time/Importance
<p>1. Event logistics</p> <ul style="list-style-type: none"> Assist the Sales & Events Executive and Events & Exhibitions Manager with all aspects of the event logistics for ExploreGB Respond to delegate email and telephone enquiries Coordinate hotel rooming list requirements for delegates Coordinate airport transfer requirements for buyers and staff Accurately fill in, maintain and check logistic spreadsheets such as table plans, flight details, coach transfer arrangements etc. Assist with the preparation of delegate materials Proactively chase delegates to complete appointment preferences Attend and support the overall running of UK based and international events 	30%
<p>2. Support the finance management for events</p> <ul style="list-style-type: none"> Raise invoices, credit notes and purchase orders where required Update the event management system with financial data to ensure we have an overview of which UK suppliers have paid Call suppliers who have not yet paid to attend ExploreGB Work with the B2B Executive to ensure all income and expenditure is being clearly recorded and that we are staying on budget. 	20%
<p>3. Organise buyer familiarisation trips</p> <ul style="list-style-type: none"> Collect data to be included within the fam trip booklets Ensure POs have been correctly raised and invoices collected 	20%

<ul style="list-style-type: none"> • Liaise with overseas offices where required • Upload content onto ExploreGB website 	
<p>4. Create the supplier directory for events</p> <ul style="list-style-type: none"> • Chase suppliers for company descriptions, company contact details, logos etc. and upload to the event management system • Work with the design team to ensure the printed supplier directory is correct • Work with the overseas offices to ensure buyer information is being collected before the print deadlines. • Accurately proof read and check the delegate directory to ensure that mistakes are corrected. • Contribute new/refreshing ideas for modernising the existing directory 	20%
<p>5. Respond to enquiries which are sent to the central events inbox</p> <ul style="list-style-type: none"> • Use response templates where appropriate • Ensure all enquires are responded within an acceptable time frame 	10%

DIMENSIONS

- Impact on the success of ExploreGB
- Trade engagement both within the UK and internationally