

Events Administrator Job Description

- Overseeing and processing conferences and events bookings
- Arranging and preparing brochures for inquiries
- Liaising and working in relation with other departments about customer or client needs or requirements
- Negotiating and selling conferences and events over the telephone
- Chasing up calls and efficiently communicating with customers or clients
- Providing administrative support to the events team, sponsorship team, and Head of Events and Sponsorship across all events as required
- Collating event packs and materials and arranging transportation of event equipment; and proofreading event materials
- Implementing systems to record all event data to be used for event marketing and planning, including research activity to audit and inform future event decisions
- Identifying and utilizing financial strategy and negotiations to boost the parameters of an event within a client's budget
- Organizing samples and previews of all vendor supplies (entertainment, food, drinks, etc.)
- Attracting new clients and maintaining sound and healthy relationships with pre-existing customers or clients through excellent communication, advertising, and feedback.