

PROJECT EXECUTIVE JOB DESCRIPTION & PERSON SPECIFICATION

NAME:

DEPARTMENT OR TEAM: Events

REPORTS TO: TBC

Objectives of Role:

- To provide proactive and all-encompassing support to Project Directors/Project Managers and to the Events team in the delivery of events on behalf of our clients, through excellent project management, supplier liaison and customer service.

Responsibilities:

To include, but not be limited to, the following:

- Full project and file management support through the life of the event
- Manage low complexity projects where appropriate, under the supervision of a PD/PM.
- Support the PD in the financial and supplier processes involved in file management
- Liaise and work with other teams within the events department and overall company i.e. production, content and creative. Working with the PD/PM on briefs for these departments and timelines for deliverables.
- Co-ordination of accurate and grammatically correct delegate communications, in liaison with Guest Management Services team, including researching, writing of and proofreading of mail pieces as well as ordering and managing delivery of any support materials/print etc.
- Preparation of all on-site materials agreed with Project Lead. For example rooming lists, transfer manifests and working documents.
- Communication with 3rd party suppliers and clients in a professional and appropriate manner.
- Fully update PM/PD on all project developments where necessary
- Travel on-site as part of the event delivery team as required.
- Attend and actively participate in meetings where required (e.g. project update meetings, team meetings etc.)
- Prepare for all meetings, creating agendas, contact reports and sharing of actions.
- Attend regular account/project progress meetings and debriefs.
- Support research for PM/PD proposal writing and research suppliers as required for live events, keeping accurate records of research completed.
- Provide administrative support to your team and the department so that KPIs are achieved.
- Strictly adhere to all departmental KPIs, processes and procedures.
- Maximise profitability at all times on elements of projects you're working on.
- To understand and continually update your knowledge of BI WORLDWIDE's products, services and commercial strategy
- Represent BIW's externally at trade shows, educational trips and industry events.
- Attend relevant supplier presentations to enhance your product knowledge.
- Attend training courses as appropriate.

This job description should be regarded as providing guidelines within which an individual works. Other duties within the skills and capabilities of an individual may be assigned from time to time.

Person Specification:

The experience, skills, and personal attributes required of the job holder include, but are not limited to:

- Previous experience of working in a similar role (is advantageous but not essential), supporting or delivering events, whilst providing a high level of customer service internally and externally
- Administrative experience, ideally in a busy service-focused environment or an events department within an agency or corporate entity.
- Attention to detail and accuracy in documentation production.
- Passionate about the events industry and delivering global events
- Proven ability to manage and prioritise a busy and demanding workload
- Proficiency in Microsoft Office applications – particularly Excel, Word and PowerPoint
- Database management experience is desirable

The relative importance of these requirements will vary, particularly in relation to the client, account, programme, or event to which the job holder is assigned.

Last Updated 2025