

SENIOR PROJECT EXECUTIVE JOB DESCRIPTION & PERSON SPECIFICATION

NAME:

DEPARTMENT OR TEAM: Events

REPORTS TO: TBC

Objectives of Role:

1. 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.
2. To provide advice and support, where required, to junior members of the PE population, and to set an example in terms of the quality of work produced.

Responsibilities:

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

- Full project and file management support through the life of the event.
- Manage projects of low and medium complexity, under the supervision of a PD/PM.
- Support the Project Director 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, guest managements services, 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 the Guest Management Services team, including researching and writing of mail-pieces; proofreading; 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 PD/PM on all project developments where necessary.
- Provide cover for the PD/PM as required, take decisions where authority has been delegated, and update PD/PM on all project developments on his or her return to the office.
- Travel on-site as part of the event delivery team as required.
- Proactively prepare for all meetings, creating agendas, contact reports and sharing of actions.
- Attend regular account/project progress meetings and debriefs. Organise and chair such meetings when appropriate.
- Support research for PD/PM proposal writing and research suppliers as required for live events, keeping accurate records of research completed.
- Strictly adhere to all departmental KPI's, processes and procedures and encourage others to do the same.
- 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 BI WORLDWIDE 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:

- Ideally at least 2 years' experience of working in the events industry
- Administrative experience, ideally in a busy service-focused environment or an events department within an agency or corporate entity
- Proficiency in Microsoft Office applications – particularly Word, Excel, PowerPoint
- Attention to detail and accuracy in documentation production
- Excellent organisation skills
- Self-starter, with an eagerness to learn and develop, that picks up new skills quickly
- Desire to work in a fast-paced team on a variety of projects
- Proven ability to manage and prioritise a busy and demanding workload
- 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