

ABBREVIATED JOB DESCRIPTION

Conference Executive

In Conference Ltd

In Conference has been managing large national and international conferences for the medical, academic and life sciences sectors throughout the UK, Europe, USA and Asia for over 26 years.

Widely regarded as one of Europe's leading Professional Conference Organisers (PCO) based in Edinburgh we are very proud of the fact that we have been working with some of our clients for over 20 years.

Our portfolio includes many major Associations and Societies for whom we deliver their annual or bi-annual conferences around the world as well as look after the membership activities.

Conference Executive

Due to successfully winning several large national and international conferences we are now looking to expand our team.

This position requires a meetings professional with a minimum of 3 years in the Events Industry, preferably from an Association/PCO background.

Overall Scope of the Position

- Assisting the Senior Managers on a portfolio of major conferences and exhibitions throughout the world.
- Ability to manage workload over multiple projects, usually 5+ each year often taking place within a short time period of each other.
- Supporting other colleagues on an ad-hoc basis as required.

Key Responsibilities

You will have responsibility for the day to day support of our clients, organising committee meetings and acting as the point of contact in the absence of the Senior Conference Manager.

An experienced copy writer, you will be required to provide text/images for use in client/delegate/exhibitor communications.

Sourcing quotations and negotiating discounts from venues/suppliers.

Experience of populating Mobile Apps and updating websites.

Preparing letters of invitation to invited speakers, monitoring responses, collating biographies, photos and other information for publication on the conference website.

Day to day support of exhibitors, sponsors and other key stakeholders.

Researching and negotiating rates with various types of accommodation suppliers.

Attending conferences and assistance with the on-site management as required (both in the UK and internationally).

Key Skills

Efficient multi-tasker and ability to work under pressure and to tight deadlines.

- Excellent written and verbal communication skills
- Can demonstrate experience of working in a similar fast-paced environment.
- Experienced contract negotiator with venues and suppliers

General Requirements

- Ability to work out with normal 9.00-5.00pm office hours and to spend several days at a time away from home.
- Clean driving licence and fluency in other languages would be an advantage

Benefits

- Salary is commensurate with experience.
- We offer a contributory Company Pension Scheme.

To receive the detailed job description, please contact Juliet Bruce-Dickie, Email juliet@in-conference.org.uk