

Project Executive

Location: Costock, near Loughborough, Leicestershire

Hours: Full Time

Champions (UK) Plc is one of the UK's leading award-winning brand agencies, boasting an enviable portfolio of clients, regionally, nationally and internationally.

A family-owned business with traditional family values, Champions has grown over the past 15 years and has evolved significantly.

Proudly, we continue to invest in our staff and new technology, to ensure we are at the cutting edge of providing our clients with the most up to date services that achieve results.

Today, with over 90 highly-skilled staff and still expanding, Champions' continued success is creating additional and exciting employment opportunities.

The Project Executive will oversee preparations for the regional sports, business and music awards ceremonies we organise each year. You'll have your own areas of responsibility and ensure everything runs and operates smoothly, from the earliest planning stages to the events themselves which, of course, you will attend.

Responsibilities

- Liaising with regional newspapers to deliver weekly events coverage
- Maintaining excellent sponsor and client relations
- Working closely with our creative and marketing teams to ensure delivery of design themes, written content and event collateral
- Providing support to the Events team and internal stakeholders
- Encouraging award entries through dedicated social media channels
- Working with the web department to build new websites for each ceremony
- Liaising with awards hosts to ensure the evening runs smoothly, efficiently and to time
- Ensuring all deadlines are met in line with project plans
- Administrative duties including drafting editorial schedules, costings for events, and invoicing
- Building friendly rapport with clients and looking after their needs for the long term, and delivering high quality services
- Supporting the Project Manager in delivering agreed activities/events

Experience, Qualification and Skills Required

- At least one year's event management experience
- Computer literacy - proficient user of Microsoft Office applications like Word, Excel and PowerPoint
- Confidence in talking to new or existing customers over the telephone and net working at events
- Excellent organisational, administrative and planning skills
- The ability to multitask and prioritise to tight deadlines
- Researching capabilities (for new entertainment acts, new branding ideas, proposal information, companies to enter awards)
- Excellent attention to detail and a keen eye for accuracy
- Excellent problem-solving and strong negotiation skills
- Team player, ability to multi-task, work under pressure and to tight deadlines
- Highly-motivated, able to work without supervision, a pro-active thinker with a creative mindset
- Ideally university-educated
- Holds a full driving licence

Closing date: Monday 15th January 2019

If you are interested, please send a convincing covering letter, stating why you are the ideal candidate for this challenging and exciting position and your present salary, along with an up to date CV to careers@championsukplc.com