

POSITION AVAILABLE

Events Administration & Project Management

Are you a driven and talented individual looking for a thrilling new challenge? Our team is seeking an exceptional candidate to join us for a 12-month fixed-term contract covering maternity leave, with the potential for further extension.

As a vital member of our team, you will work alongside dynamic and supportive individuals dedicated to delivering outstanding service to our clients. You will be responsible for project management, researching upcoming events, ordering venue services, and handling administrative duties.

We require someone who is highly organised, detail-oriented, and can work independently while still maintaining excellent communication skills. Prior experience in the events industry is a bonus, and the ability to thrive in a fast-paced environment is essential.

We offer a competitive salary package and the chance to develop new skills and learn from our experienced team.

This is an incredible opportunity for anyone seeking to push themselves and take on new challenges. If you're excited about this fantastic prospect, we urge you to apply today. We can't wait to hear from you.

job type

12-month fixed-term contract (maternity cover)

start date

Immediate

working hours

Monday to Friday, 09:00 - 17:30. Additional hours may be necessary to meet business needs.