



The Old George Brewery, Rolleston Street, Salisbury SP1 1DX
Telephone: +44 (0)1722 339811 Fax: +44 (0)1722 331313
Email: recruit@sasevents.co.uk

Event Management

JOB DESCRIPTION

Job Title:

EVENT MANAGER

Main purpose of job:

This post is a varied role, encompassing all aspects of organising events.

Relationships:

- a) Responsible to: Operations Manager
- b) Responsible for: n/a
- c) Liaison with: All project managers, delegate services manager and accounts

Main tasks of job:

Events:

- Work as a full member of an event management team
- Responsible for organising events, and/or various aspects of, for external customers
- Arrange, attend and record meetings
- Create, monitor and reconcile event budgets in MS Excel
- Manage events, or various aspects of, onsite in the UK or abroad

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.