

TEMPORARY EVENTS ORGANISER

The Company

BHR Group is a successful organiser of Technical Conferences on engineering subjects. We're looking for maternity cover for one of our Events Organisers to join us as soon as possible. For the right candidate, part time working will be considered.

The Team run 3 - 4 events each year, most of which are in technical areas associated directly with Fluid Engineering topics and services provided by other divisions of BHR Group.

The Role

- Working with the Events Manager to project manage up to six conferences at any one time
- Execute all principal administrative functions, which may include marketing the event
- Liaise with the Technical Committee, authors, presenters, session chairmen and guest speakers
- Ensure all papers are submitted, circulated to referees, processed and completed ready for publication within the agreed timescale
- International onsite attendance of the event, Co-ordinate presentations and programme (including audio visual)
- Arranging venues
- Oversee publication of proceedings
- Plan and implement the programme for each conference
- Retain financial control of each event

Due to lead-times for these events that are generally up to 12 months, the organiser may be in control of up to six events simultaneously, all at different stages of development

The Applicant

- Keen to embrace latest media technologies
- Able to demonstrate the ability to work well with other members of the Conference team and our engineering staff
- A strong candidate able to bring a methodical approach to projects and an eye for detail
- An outgoing personality, able to communicate effectively with clients and customers at all levels
- An excellent telephone manner is required
- Enthusiastic and committed, with a can-do attitude
- Willing to travel internationally

An in-depth knowledge of word processing and spreadsheet systems is required, together with a high speed of operation and accuracy. Some knowledge of event building software would be advantageous, however training will be given.

Rewards

A competitive salary is offered with benefits and flexible working. Situated on the Cranfield University campus, we enjoy access to a wide range of social and recreational facilities as well as learning resources.

To apply

Please forward your CV, quoting your salary expectation, to:-

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