



WEIR EVENTS

Weir Hiring.

To apply, please send a copy of your CV demonstrating how you meet the job criteria and a covering letter explaining why you are the ideal candidate for this role to: Info@WeirEvents.co.uk no later than 5pm on Thursday 2nd March 2023.

Job Vacancy

Office Administrator and Events Assistant

First...The Important Stuff

There are many reasons to be excited about joining Weir Events, including:

- Full Time / Permanent
- £22,000 – £26,000 per annum depending on experience
- Flexible working (opportunity to work from home on occasions)
- Pension
- 28 Days Holiday including stats
- A fun sociable environment (Home Office – Based in Belfast)
- Working directly with and reporting to the Managing Director – an events leader with over 18 years' experience who values your investment and will support your career development
- Opportunity to develop and further your career as the company grows
- Daily cuddles from our doggy, Bertie
- Events/conference attendance will be required, which will include the occasional early morning start and late evening*

About Us

Weir Events is a fresh thinking events management company that creates memorable and stand-out events for our corporate and consumer clients. Weir Events is the creator of Northern Ireland's first ever Health and Fitness Awards, the Northern Beauty Excellence Awards, and co-creator of the Digital Construction Live Conference and Awards.

Creative Spirit

We are more than just an events company, we are innovative and forward thinking and use cutting edge event technology, audio visual, production and design to create our own events, as well as deliver standout client events and customer experiences.



Our Awards Cabinet

We don't like to brag but since you asked, we recently picked up the award for 'Best Live Awards ceremony' for the 2019 Northern Ireland Health & Fitness Awards at the prestigious Event Industry Awards Ireland.

Our Future

We will continue to grow and create extraordinary experiences for clients and customers and build a dynamic team to grow with the company.



Your Role

Working full time, the office administrator and events assistant will report to the Managing Director and support in all aspects of the planning and delivery of a range of high-profile corporate events and private and luxury events, as well as our own events. You will have the opportunity to help shape these events to ensure excellent customer experience and engagement, whilst expanding your knowledge of the events industry

Key Responsibilities:

- All Administrative tasks involved with the preparation and delivery of a successful event
- Writing and proof reading marketing material
- Assist with setting up digital event platforms and preparing and sending out ezines
- Assisting with the creation of and posting social media posts – pulling together all collateral, branding in a timely manner
- Assistance in the design and print management of menus, conference agendas, trophies
- Manage outstanding sponsor / finalist logos, company profiles, judges' photos and bios
- Represent Weir Events with a strong customer focus through the development of excellent client relationships with speakers, sponsors, delegates and attendees, and suppliers
- Co-ordinate live logistics such as seating plans, menus, dietary requirements and entertainment
- Research business leads and contacts for potential delegates and

following up ticket sales enquiries

- Process conference bookings and ticket sales etc
- Attendance at events and assisting in the delivery from set up to close
- Database management & updating
- Invoicing delegates and receipting
- Liaison with suppliers
- Attendance at weekly team meeting

Essential Criteria:

- The successful candidate will have a minimum of 2 years' experience in an administration role.
- Educated to 'A' Level standard or equivalent
- Strong oral and written communication skills (high level of grammatical accuracy)
- Well organised with a professional manner
- Tech Savviness, with the drive to learn, and use, event technology, social media as well as being skilled in using Outlook, Excel and Word
- Demonstrate excellent attention to detail
- Proven ability to prioritise workloads and meet deadlines, working both under your own initiative and as part of a team
- Confidence in communicating, both in person and over the telephone
- Pro-active, reliable and results orientated attitude to work
- An exceptional standard of personal presentation.
- Full UK Driving license and access to own transport is essential for this role.
- Fluent in English

Desirable Criteria:

- Minimum of 2 years' experience of working in / assisting in Event Management
- Finance Administration -use of accounting systems such as XERO - (Full training can be provided)
- Experience in Marketing / Digital and Social Media

* Events/conference attendance will be required, which will include the occasional early morning starts and late evenings (most of the time the venue is based in Belfast – if , on the rare occasion an overnight stay is required – if the successful candidate lives further than 25 miles away – accommodation will be provided)

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