



## Image Events

### **Vacancy: Sales & Project Manager (Event Management) Surrey Based Full Time Position**

Image Events, near Leatherhead, is an Event Management Company working for corporate clients based in London and the South-East of England, but incorporating events within the EMEA region. We are currently looking for an enthusiastic, upbeat highly motivated individual to join our team.

The successful candidate will have to plan and communicate with clients, suppliers, and staff. You will need to be organised, have good time management, and be able to prioritise tasks.

Suitable candidates should:

- Have a high level of written and spoken English
- Have a background or interest in corporate events
- Possess excellent attention to detail
- Be able to multitask and manage time effectively to meet deadlines
- Have excellent verbal and written communication skills
- Be proactive and highly motivated
- Have high level MS Office

Main responsibilities include:

- Development, production and delivery of projects from proposal right up to delivery
- Delivering events on time, within budget and with good profit, that meet and exceed expectations
- Setting, communicating and maintaining timelines and priorities on every project
- Communicating, maintaining and developing client relationships
- Managing supplier relationships
- Managing operational and administrative functions to ensure specific projects are delivered efficiently
- Providing leadership, motivation, direction and support to your team
- Travelling to on-site inspections and project managing events
- Being responsible for project budgets from start to finish
- Ensuring excellent customer service and quality delivery
- Researching potential target industries and clients to include within the sales contacts
- Make contact by email or telephone to new clients to support the increase in sales to the business
- Schedule appointments and meetings with possible new clients to provide the client presentation
- Update the client database to support key client information for sales
- Report activities during the weekly update meeting to support progression
- Attending meetings with new clients alongside MD
- Update the design of the image presentation
- Design and implement the client promotional calendar
- AOB

We offer a competitive salary to the right individual.

If you are looking for a role within a stable environment, this is a fantastic opportunity for an engaging and enthusiastic individual to enhance their career within the event industry. Should you wish to apply, kindly email your CV with a covering letter to [dominic@imageevents.org.uk](mailto:dominic@imageevents.org.uk)