

**Events Coordinator**

**Peterborough – Full time office based**

**Overview:**

Due to continued success within our Events team, we are recruiting for an Events Coordinator. This position would suit a hands on events coordinator who is organised and forward thinking. This is an exciting opportunity as our business is ever growing so there is opportunity to progress and develop.

**The Role:**

- Set up and clean down of the events suite
- Overall responsibility of the event
- Liaising with speakers to ensure event runs to schedule
- Feedback to speakers on any improvements of delivery and engagement
- Recording all sales that happen at the event
- Being able to resolve any issues that may arise, such as traffic which may result in delegates or speakers running late
- Ensure all event material are ready prior to the event; such as, delegate name tags, course book material, attendee list
- Manage webinar events - attendees any technical issues that arise
- Feedback to marketing on any issues following mailings

**What we offer in return**

- 25 days annual leave
- Pension contribution
- Casual dress code
- Free parking
- Social Events Team

\*\*Please note that this role will include evening and weekend work due to event times.

***Progressive Property Ventures LLP is committed to being an equal opportunity employer with a diverse workforce. We will consider all applicants for employment without regard to race, religion, gender, sexual orientation, disability or age.***