

Administrator - Exhibition Support

Customer Focus Software Ltd - Manchester M24

£18,000 a year - Temporary

Customer Focus provides key marketing and technology tools on an international scale to both suppliers and distributors operating in the promotional merchandise industry, catering to over 3000 customers in 10 countries, with offices across the UK.

Their UK office specialises in media, marketing and technology solutions for the development of the promotional product and print industries, offering a market leading and internationally acclaimed collection of technology tools and marketing/publishing services and exhibitions designed to help grow sales and profits of promotional product suppliers and distributors.

The Job:

12 months maternity cover

- To assist the Event Director to maintain, manage, develop and direct our clients Shows and Events
- To assist the Event Director in developing the business, selling and growing the customer base for these and other of our clients products and services

Duties and Responsibilities:

- Create contracts for stands, chasing exhibitors to ensure signed copies are received back.
- Maintain accurate and up to date records of stands sold and associated information
- Entering orders and invoices into our Enterprise CRM system for all orders received
- Organise, collate and manage the exhibitor manual
- Ensure all risk assessments, stand plans and method statements are received from the exhibitors and processed via the Health and Safety Manager
- Collation of information for the Show Guides
- Handle show enquiries from exhibitors, visitors contractors, venues and others
- Assist the Event Director to organise venues for shows and exhibitions, negotiating on issues such as catering and show set up requirements
- Assist the Event Director in the smooth running of the shows during build-up, show open period and breakdown
- To travel and stay away from time to time as the job requires for exhibitions, events and training
- Liaise with other company functions and attend meetings when necessary to perform duties and aid business and organisational development.
- Duty of Care and Management of Risk assessments, Health and Safety issues for staff, customers and contractors at all shows and events
- Attend any relevant training programs to develop knowledge and skills if and when necessary
- To represent the company in a professional manner at all times, both verbally and in writing, to customers and suppliers
- Ensure that the prospect, customer and supplier database is kept fully up to date

Competencies required:

- Knowledge of MS Office
- Good communication skills and an ability to manage expectations effectively
- Ability to work as part of a team
- Knowledge of the promotional products industry is preferred but not essential
- Full UK driving license

Qualifications:

Appropriate MS Office knowledge, although experience is more important than qualifications

Job Type: Temporary

Salary: £18,000.00 /year

Job Location:

- Manchester M24

Required education:

- Secondary education

Required experience:

- Administration: 1 year

Required licence or certification:

- Full UK Drivers Licence