



We have an exciting opportunity for an **energetic & ambitious project manager** to join our talented team delivering outstanding healthcare & corporate events that change minds and lives across the world.

Project Manager

Competitive salary + benefits + bonus

Location: Bracknell

We are looking for a smart and enthusiastic individual with a positive outlook to join our great team in Bracknell. You must enjoy working in a team environment and enjoy contributing to the creative, fun culture of this established agency. This is an exciting time to join our team at TTA and support our growth.

Requirements...

- Proven track record and experience managing and delivering events for a minimum of 4 years
- Management of multiple projects from brief through to delivery including budgeting and invoicing in line with TTA's and client procedures, client meetings and TC's, site visits, reporting, onsite, travel
- Adding value to clients' events through advising on beneficial additional services; creative ideas; business solutions and negotiation with 3rd party suppliers to benefit our company and our clients
- Venue sourcing direct with suppliers or through Cvent
- Liaison and negotiation with third party suppliers including congress secretariats, DMCs, hotels, travel providers etc
- Design and build of websites for web registration and information on Cvent
- Delegate management using online systems and Microsoft Office software
- Creation and management of event documents in line with TTA and client processes including creative proposals, project plans, worksheets
- Preparation and finalization of event documentation including, worksheets, delegate correspondence, reports, on site materials etc
- Travel management and bookings
- Represent TTA on-site (UK and overseas) at events and carry out duties as requested
- Review supplier contracts and sign on behalf of our clients (where applicable)



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- Strong financial management with responsibility for event budgets, final accounts and cost savings where possible
- Managing budgets in multiple currencies
- Seeking new business leads and proactively marketing TTA - to include presenting to current and new clients
- Work with the Marketing / Business Development Director by providing; information and knowledge of existing clients; input on new business opportunities; input on service development
- Assisting with the preparation of proposals for new business pitches
- Maintaining a close relationship with key client stakeholders to develop, build and maintain the client account
- Make a positive effort to gather knowledge of clients' products in order to benefit the quality of projects and communicate relevant information to the team

You will need...

- Excellent client management skills
- Outstanding organisational and interpersonal skills
- Excellent written and communication skills
- Meticulous attention to detail
- Sound knowledge of Microsoft packages including Sharepoint, Word, Powerpoint, Excel
- Working knowledge of Cvent
- Working knowledge of Procim would be advantageous
- Working knowledge of Event Mobile APP software would be advantageous
- To be passionate about learning about new technologies and creative ideas
- To be passionate about the industry and have an interest in attending industry events
- Ability to prioritise tasks and work to deadlines
- To be a team player
- Be able to travel to manage events on site, mainly overseas
- Interest in supporting the business development team
- A second language is advantageous but not essential

We will provide you with support and training, and opportunities for growth and development within our diverse international industry. Our office environment is dynamic and fun, and our open culture is considerate of our employees. We put a premium on flexibility and career-life fit, and encourage individuals to shine in the process of creating team success.

