



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

## **Project** Assistant

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 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...**

- Assisting the Project Managers with the end-to-end full-service event management
- Adding value to events through contributing creative ideas; business solutions and negotiation with 3rd party suppliers to benefit our company and our clients
- Office administration (in line with our internal process) including: e-mail correspondence with clients and partners; filing correspondence and documents; answering the telephone; passing on messages; managing stationery and event supplies
- Venue sourcing direct with suppliers or via Cvent
- Liaison and negotiation with suppliers including congress secretariats, DMCs, hotels, and travel providers
- Design and build of event websites for web registration on Cvent
- Delegate management using Cvent and other systems including accommodation and travel management
- Effective liaison with relevant TTA specialist internal resources (creative, production, design, marketing etc)
- Create and finalise event documentation including, project flows, worksheets, delegate correspondence, reports, on site materials etc
- Represent TTA on-site (UK and international) at events and congresses as part of a team
- Travel management and bookings



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### You will need...

- Outstanding organisational and interpersonal skills
- Excellent written and communication skills
- Meticulous attention to detail
- Experience of managing and prioritising multiple tasks and working to deadlines
- To be a team player
- The ability to travel to assist with events on site
- Sound knowledge of Microsoft packages including Sharepoint , Word, Powerpoint and Excel
- To be passionate about learning new technologies and creative ideas
- Working knowledge of web registrations and web site building systems e.g. Cvent would be an advantage
- Knowledge of SMM systems such as Cvent would be an advantage
- 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.



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