



Delegate Registration Manager

We are looking for a smart and enthusiastic individual with a positive outlook to join our great team in either Bracknell or Ashford. 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.

The Delegate Registration Manager will have responsibility of ensuring the delegate registration process is delivered seamlessly across all aspects of our projects. You will be working with the Project Managers and Event Director providing support on the delegate registration process. You will also work with the Systems Manager to ensure that the processes in place ensure we are delivering the best service to our clients.

Requirements:

- Working with our IT department and Systems Manager regarding registration sites and web reporting sites
- Manage all aspects of delegate communications process
- Professionally and courteously manage delegate enquiries
- Working closely with the project team, ensuring all data is accurate and given in a timely manner
- Regularly produce all delegate reports, including rooming lists, flight lists, delegate acceptance, surveys, etc.
- Assisting with general administrative issues
- The ability to work on multiple projects at the same time

You will need...

- Expertise of working with event registration systems particularly Cvent, Inquisium and On Arrival
- Using and adapting to complex bespoke registration systems
- Knowledge and understanding of basic website coding in html and CSS
- Experience in using Inquisium, Salesforce and Marketo would be advantageous
- Great organisational and interpersonal skills
- Meticulous attention to detail
- Sound knowledge of Microsoft packages including Sharepoint, Word, Powerpoint, Excel
- 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, with a "can-do" attitude.
- Be able to travel to be part of our onsite team, mainly overseas
- 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.



The Turner Agency Ltd, The Lightbox, Willoughby Road, Bracknell, Berkshire, RG12 8FB

t: +44 (0)1189 369100

e: hello@tta.live

w: www.tta.live

Registered in England and Wales. Registered no. 3898252. Registered office: The Lightbox, Willoughby Road, Bracknell, Berkshire, RG12 8FB