**Events and Conference Administrator**

Our client is a conference company who are based in Knaphill and they are looking for an Administrator to join their team. This role would suit a graduate or someone keen to move into the events industry.

This is a permanent role with 2-3 days in the office and the other days working from home. Our client offers parking, pension, medial insurance and 20 days holiday + Christmas and New Year

**You key role will be:**

1. First point of contact for client enquiries
2. To efficiently and accurately process bookings both for our virtual and in-person events using our event management software (full training will be given)
3. Administering payments (raising invoices and chasing payments), generating confirmation letters and joining instructions
4. Creating delegate lists for all events as well as delegate badges for in-person events
5. Update information on our client database, including mail returns and recording delegate details (pre- and post-event)
6. To attend both in-person and virtual events, to assist with pre-event set up and delegate registration and enquiries
7. General office administration duties, including filing, data entry, stationary and other office supply orders
8. To carry out any other reasonable duties within the remit of the role, as directed by the line manager to support the company’s operations and marketing functions

**We are looking for candidates with the following skills and experience:**

Previous experience working in a customer service role in a busy office environment and any experience of events registration and booking systems will be considered an advantage.

Most importantly, we are looking for an individual with a cheerful yet professional disposition to fit in with our friendly and hardworking team.

* Strong work ethic, positive attitude and ability to multi-task
* Excellent customer service skills
* Ability to work both independently and as a part of a team
* Good knowledge and experience using Microsoft Office applications including Word, Excel and Outlook
* Confident and professional telephone manner
* Ideally, we are looking for someone who lives locally and is able to drive

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".