



We are looking for an outstanding candidate to fill the newly created position of **Head of Operations**.

WHO IS EVENTSHAPER..?

EventShaper is an award-winning Events Management company, who deal with some of the UK's, Europe's and Asia's largest business-to-business and business-to-consumer events.

As a team we pride ourselves on not only our professional attitude, ability and service ethics, but also how friendly and approachable our clients find us.

WHAT YOU WILL BE DOING...

- Team Management – you will have overall responsibility of the Operations Team.
- Operational Management – you will be responsible for a limited number of shows each year.
- Resource Management – you will be responsible for ensuring there are sufficient resources and that they are used in the most efficient manner.
- Process Management – you will be responsible for the process of maintaining and updating all show administration processes and templates. Introducing new processes where seen fit.
- Business Development – raising the company's profile within the industry; developing existing client's value; attracting new business and growing the Ops team accordingly.

WE ARE LOOKING FOR SOMEONE WHO HAS...

- Experience of managing and developing teams.
- Previous operational management experience.
- The ability to support, motivate & engage all team members effectively.
- Excellent communication skills – being able to liaise with all team members as well as reporting and working with Directors.
- The ability to manage team budgets.
- Excellent leadership skills.
- Sales and client relationship experience.
- The ability to multi-task.
- Fantastic organisational skills.
- Excellent computer skills.
- A love of working in a busy team.

WE CAN OFFER YOU...

- Competitive salary in line with the expectations of the role.
- Company Pension Scheme with employer contribution.
- Access to Employee Assistance Programme.
- Regular appraisals.
- Various other company/employee centric benefits.

ADDITIONAL NOTES...

Please note:

- We are a dog friendly office. Therefore, if you do not like dogs, this job may not be for you.
- Due to our location you will need to be able to drive.

If you are interested, please send your CV to victoria@eventshaper.uk.