



We are looking for an experienced candidate to fill the position of **Operations Manager**.

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...

You will be responsible for the full Operational Management of a selection of shows each year. The main areas of the role include the following:

- Show Practicalities/Logistics
- Show Administration
- Onsite Health & Safety management.
- Managing Show Budgets
- Client Relationships
- Venue & Contractor Relationships
- Managing a small team
- Reporting to Head of Operations
- Process Management

WE ARE LOOKING FOR SOMEONE WHO HAS...

- Previous operational management experience.
- The ability to support, motivate & engage team members effectively.
- Excellent communication skills.
- A good knowledge of onsite Health & Safety rules.
- The ability to manage budgets.
- The ability to multi-task.
- The ability to work well under pressure.
- Fantastic organisational skills.
- Excellent computer skills.
- A love of working in a busy team.
- The ability to work onsite both within the UK and abroad.

WE CAN OFFER YOU...

- Competitive salary in line with experience.
- 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.