

Job Description

Project Administrator

Reports to: Account Manager

Contract: Full time, 37.5 hours per week

Salary: £16,000 - £19,000 per annum plus pension, dependent on experience.

Holidays: 25 days holiday pro-rata (plus bank holidays)

Location: Remotely or at BeaconHouse Events office located in North Shields, North Tyneside (current registered address is Hoult's Yard, Newcastle upon Tyne)

BeaconHouse Events

BeaconHouse Events is a full-service agency delivering a wide range of events and membership services across its national portfolio. This administration and coordination role is required to provide key support to the team working across the company's portfolio of projects.

Key Responsibilities

- Provide administrative and coordination support to the team delivering a range of events and services
- Marketing administration including the promotion of events and client activity via website posts, electronic mailings and social media communications
- Updates website content management system with events, news and customer content
- Collation of supplier quotations
- Carry out research tasks - suppliers, venues, competitor analysis
- Update and maintain detailed databases and customer records
- Liaising with clients, delegates, suppliers, sponsors and client members
- Process all new membership applications and membership renewals
- Writing, designing and distributing regular electronic newsletters
- Handle administration and communication tasks to provide a range of membership benefits
- Preparing and issuing invoices
- Provide key point of contact and customer service for members and customers
- Board meeting agenda preparation and minute writing
- Support onsite at events and meetings (may be virtual or face to face)

Additional Responsibilities

- Support to Directors when required
- General office administration
- Any other relevant duties
- Attend team meetings as required

Experience Required / Person Specification

- Previous office experience essential
- Experience in using Microsoft Office programs including Word and Excel is essential
- Experience in using Social Media platforms is preferred but not essential
- Ability to manage own workload and prioritise tasks
- Excellent attention to detail
- To be efficient and highly organised
- An enthusiastic and positive personality, conscientious and professional
- Interpersonal skills
- Excellent customer service skills
- Excellent communication skills
- Outstanding time management skills

Please note: This position can be taken as a Level 3 Business Administration Apprenticeship

Closing Date

Friday 9th July 2021

Apply for the position of Project Administrator [here](#).