



JOB DESCRIPTION

Job title: Events Coordinator

Department: Marketing

Working hours: 08:30-17:00

Overview

InVentry Ltd, established in 2011, is a fast-growing technology company specialising in the development and provision of touchscreen visitor, staff and pupil management solutions. Since 2011, we have seen massive growth culminating in us being named this year in the Deloitte global fastest 500 growing companies in technology from Europe, the Middle East and Africa. We have also been named as the 21st and 37th fastest growing tech business in the North by GP Bullhound over the last two years.

This role is the perfect opportunity for someone who has fantastic organisation skills to join a small but busy and energetic marketing team. The role will involve delivery of all the company's events calendar, lead follow up from each event as well as assisting with the management of promotional merchandise. There are plenty of opportunities to also get involved with various other aspects of marketing, should the right candidate want to do so.

Main duties

The successful candidate will perform the following duties:

- Help organise all events from large scale national conferences to smaller regional events. On average the company attends 100 events each year.
- Coordinate with event organisers to provide marketing materials and other documentation.
- Create purchase requests and send invoices to accounts.
- Research potential industry events for us to attend.
- Attend events and work on event stands as and when required.
- Ensure the successful delivery of sign in at events.
- Secure bookings of preferred exhibition stands.
- Arrange exhibition kit transportation.
- Schedule all necessary staff - including booking transportation and accommodation.
- Help maintain costs and return on investment for events as set out by the Marketing Manager.
- Produce digital lead capture forms for events via the website. Training will be provided.
- Manage the stock and assist with procurement of all promotional merchandise used at events.

Skills required

Applicants must have a **full UK driving license** and will require the following skill sets:

- Excellent organisation and time management skills with a keen eye for detail.
- Capable of dealing with a high volume of work and working to strict deadlines.
- Ability to focus and prioritise tasks for multiple projects all happening simultaneously.
- A good understanding of event operations, logistics and health and safety would be ideal, but not compulsory
- Good written and oral communications skills.



- Ability to travel including occasional overnight stays.
- Basic understanding of digital platforms.

In return for the above experience and skills you will receive a competitive salary, healthcare, pension scheme, an extra days' holiday for your birthday, free on-site parking but most importantly... You will be given the opportunity to join a business at an exciting time of growth.