

PROJECT EXECUTIVE.



This is a key support role in our London office, assisting our incentives team. Previous event and/or agency experience would be useful, but not essential. You must have great organisational and time management skills and be able to work equally well on your own as well as in a team.

Key Responsibilities

- **Project assistance** – project management support for incentives, event and video projects including research, telephone enquiries, props sourcing, call sheets, helping compile quotes and proposals. Complete all job paperwork to ISO9001 standards. Delegate logistics and coordinating print items. Supporting onsite as necessary
- **Account Management support** – assisting with administrative tasks such as booking travel, accommodation, mileage forms, project analysis and filing, managing diaries and resource
- **Client Liaison** – effective and timely communication with clients as and when required throughout the project
- **Supplier Liaison** – research, sourcing products and props, negotiating costs, communicating and writing supplier/crew briefing information, quality control ensuring product/service is delivered to the standard required
- **Financial management** – assisting Account team with quote preparation, updating and tracking project budgets
- **Briefing** – communicating internal and external briefs effectively to ensure all relevant suppliers and internal departments are briefed on projects and clients are kept up to date as necessary
- **Health & Safety** – to complete H&S paperwork as required for each event or liaise with external H&S advisor as necessary. To undertake relevant H&S and First Aid training as and when required
- **CRM** – Responsible for keeping CRM up to date with client and supplier contacts. Updating any notes including supplier rates
- **Company Culture** – Embrace Top Banana values and live and breathe the brand behaviours. Engage with others to maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

Skills

- Good communication skills
- Excellent organisational skills and attention to detail
- Good stress management
- Using initiative – ability to work autonomously
- Flexible – ability to adapt in the moment
- Ability to work in a team
- Ability to see projects through

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- Computer literate



Requirements:

- 12-18 months experience in a corporate or agency environment preferable.
- Some events experience or an Event Management degree would be beneficial.
- Experience in video or digital production would be useful but not essential.

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