

TOP BANANA.

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GROUP

Project Coordinator Intern

We are recruiting for **two** intern positions – one to sit within TBA Brands (London Euston office) and one within Top Banana (Manchester Office). Whilst the candidate will initiate into these brands, they will have the opportunity to work across all aspects of TBA, helping and reporting into several key individuals within the business. Supporting them on the day-to-day running of accounts, helping to manage client expectations, aiding briefs, working with the finance department, being on site for live events and supporting remotely for hybrid and virtual experiences.

Location: London / Manchester. Please note we are working flexibly at the moment and are open to discussing best ways of working.

Key Responsibilities

Client Management

- Opportunity to develop strong client relationships
- Awareness & visibility of client's business and activities so you can talk knowledgeably about client(s) business
- effective and timely communication with clients as and when required throughout the project

Financial Management

- Assisting account team with quote preparation, updating PO's and tracking project budgets
- Gain knowledge of our financial software system – Procim

Project Support

- Support the pre-production and delivery of both event and video projects
- Create onsite documentation
- Pre event speaker briefing, training and support
- Help compile quotes and proposals
- Delegate logistics
- Complete all job paperwork to ISO9001 standards

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

Health and Safety

- Complete H&S paperwork as required for each event
- Liaise with external H&S advisor as necessary
- To undertake relevant H&S and First Aid training

Marketing support

- Constantly keeping up to date with how competitors are utilizing social media
- Help implement different marketing strategies
- Take on large responsibility for TBA's brands social media, working closely with the groups marketing manager

Skills

- Good communication skills
- 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
- Computer literate

Core Competencies**Working Together**

- Works well with others both internally with the agency and externally with clients and suppliers.
- Is authentic and honest and earns respect of others.
- Actively participates within team

Communication

- Excellent listener with the ability to gain a full understanding of what is being required from the communication.
- Confident to put forward own point of view.
- Is clear, concise and accurate in both written and verbal communication.
- Can do attitude

Problem Solving and Decision Making

- Analyses problems by evaluating available information and resources and develops effective solutions to problems

Influencing Others

- States own views with conviction and confidence
- Actively listens and constructively engages in discussion
- Be empathetic to others and understand what motivates them

Planning and Organising

- Excellent organisation skills – ability to juggle multiple projects with varying time deadlines.
- Attention to detail – never missing a trick
- Excellent time management – ability to prioritise and organise tasks

Initiative

- Successfully completes most tasks independently but is not afraid to ask for additional support when faced with unfamiliar situations
- Proactive and does not need reminders from others
- Identifies and takes action to address problems and opportunities
- Proactive in identifying areas of training that may be required

Creative

- Displays confidence in sharing own views and ideas
- Seeks creative input from others and external influences

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Requirements:

Some events experience or an Event Management (or similar) degree preferable
Experience in video or digital production would be useful but not essential