

## Events Coordinator & PA to Group Directors

<b>Title</b>	<b>Events Coordinator &amp; PA to Group Directors</b>
<b>Purpose</b>	<p>As Events Co-Ordinator you will organise, co-ordinate and manage all elements of the annual International Alliance Conference, the Healthcare Staff Conference, the Head Office summer party and other large company meetings and events.</p> <p>As PA to the Group Directors, you will also provide organisational support to the Ceuta Group CEO, the Director of International Business Development and their team, the VP of M&amp;A Integration and the Group Finance Director.</p>
<b>Reports to</b>	Director of International Business Development
<b>Direct Reports</b>	None
<b>Key Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>● Providing important administrative support and additional resource to the International Team, as required. <ul style="list-style-type: none"> <li>○ Collation and input of sales information to an Excel database</li> <li>○ Interpretation and analysis of sales information in order to make recommendations to Client Managers</li> <li>○ Collation and amalgamation of commercial datasets, obtained from third parties through established monthly reporting processes, into a central global report for the monthly presentation to key clients</li> </ul> </li> <li>● Co-ordinating, organising and managing conferences and staff events. This includes: <ul style="list-style-type: none"> <li>○ Budget management and CPAs</li> <li>○ Coordination of venue hire</li> <li>○ Production of event programmes/itineraries/other conference related documents</li> <li>○ Attending the event to act as point of contact to all delegates</li> <li>○ Measuring ROI of events and making recommendations to Senior Management</li> </ul> </li> <li>● Booking and organising hotel accommodation, meeting venues and travel for the Directors and international team, as required, as well as resolving issues with our corporate travel management company. You will also be responsible for managing the CEO's and Director's diary appointments.</li> <li>● Preparing presentations and reports for the CEO and Directors.</li> <li>● Confidential work for the CEO and Directors.</li> <li>● Preparation and distribution of board reports and minute-taking at the Healthcare and Holdings board meetings.</li> <li>● Supporting the Group Communications Manager with the production of Ceuta Healthcare internal and external communications.</li> <li>● Deputising for the PA to the Managing Director, if required.</li> <li>● Point of contact for external organisations affiliated with Ceuta Group.</li> <li>● Carrying out any other reasonable tasks directly or indirectly connected with the role, as requested.</li> </ul>
<b>Career Experience</b>	<ul style="list-style-type: none"> <li>● Previous experience in all elements of organising, co-ordinating and managing large corporate events (150+ delegates) is essential.</li> <li>● Previous experience of managing a project-based workload is essential.</li> <li>● Previous experience as a Personal Assistant is essential.</li> <li>● Previous experience in taking minutes of meetings is desired.</li> </ul>

- Previous training and demonstrable experience in using Photoshop is desired.

#### **Qualifications**

- Educated to an A-level standard or equivalent. This should include a very high standard of spoken and written English, and a good general education in Maths.
- PRINCE 2 Qualification is advantageous

#### **Required Skills**

- The ability to use Excel to an intermediate level, including understanding and utilising formulas in a spreadsheet in order to prepare and keep track of conference budgets.
- The ability to use Publisher to an intermediate level in order to compile and edit the bi-annual International Magazine and the conference invitations and communications.
- The ability to use Word to an intermediate level in order to correspond with clients and to create mail merge documents for bulk mail-outs.
- The ability to use PowerPoint to an advanced level in order to create engaging, professional and impactful presentations for Directors meetings
- The ability to use Outlook to an advanced level in order to manage multiple diaries effectively.
- The ability to communicate effectively and develop relationships with both internal and external stakeholders.
- The ability to prioritise and independently manage your own time and workload to meet required deadlines.
- The ability to maintain confidentiality, honesty and discretion at all times.
- Attention to detail and accuracy to ensure that all work is completed to the required standard.
- The ability to proactively identify issues that may affect the work of the CEO, VP of M&A and Director of International Business Development and find solutions accordingly.