

## Job Description

<b>Business Title</b>	Graduate Event Coordinator	<b>System Title</b>	Meeting Coordinator
<b>Reports to</b>	Senior Manager, Talent – P&C	<b>Job Code</b>	MI09x101
<b>Date Created</b>	February 2024	<b>Location</b>	Hybrid

### Job Summary:

Graduate Event Coordinator is an entry level role which offers a rotation across our key line of business within BCD Meetings & Events UK. This is an 18-month programme which will give you a great foundation and build your skills to continue your career within the meetings and events industry. Upon completion of the programme, you will have gained valuable insight into the workings of a Global Meetings & Events agency – one of the best in the industry!

Gained skills in venue sourcing which will include venue knowledge, negotiating, contracting. Event planning which will include delegate engagement and management, delegate registration, stakeholder and supplier relationship building, budgeting, logistics planning and had the opportunity to experience onsite event delivery. You will also gain an understanding of how the support functions within the business also play a critical part in the success of our operational teams.

### What you gain:

- Work with the best client portfolio within the Meetings & Events Industry.
- Learn what customer service excellence is and how to exceed expectations.
- Work as part of team driven to find the right solution for our clients and learn from team members who are the best in the industry.
- Develop a thorough knowledge and understanding of the meetings & event industry, suppliers and destinations.
- Build your skills and expertise in venue sourcing which will include venue knowledge, negotiation and contracting.
- Build your skills and expertise in event planning which will include but not limited to: client and supplier relationship management, event planning, delegate communication, event technology, delegate registration, budgeting, compliance knowledge, onsite event delivery, event feedback and event reporting.
- Assume and perform other duties and responsibilities as required.

### What you bring:

- The tenacity to give your best and turn challenges into solutions.
- Driven to do what's right by acting with integrity, communicating clearly and transparently.
- A background in customer service and/or a desire to delight customers by exceeding their expectations.
- Able to act with purpose whilst juggling multiple priorities, comfortable at adapting to change effectively and positively.
- Excellent written and verbal communication skills.
- Flexibility – this graduate programme will rotate across our lines of business in the UK

which will therefore include travel in/around the UK - a blend of office and remote based working will be needed to complete this programme.

- Motivated to feed the future, develop yourself, your expertise and your skills.

**Qualifications:**

- Event management Degree
- Previous Event industry / Travel / Hospitality or Customer service experience
- Proficiency in Microsoft Office
- Able to travel as required (UK and Overseas)
- Foreign language skills are an advantage but not essential
- Right to work in the UK

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**REPORTS TO:**                      *Senior Manager – Talent – People & Culture UK*

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*I have studied and agreed the content of this Job Description above and accept this document as a true and accurate description of the role of Graduate Event Coordinator, as explained to me. I understand that changes may be made to this Job Description in line with business needs.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_