

## Job Description

<b>Business Title</b>	Graduate Project Executive	<b>System Title</b>	Meeting Coordinator
<b>Reports to</b>	Senior Manager, Talent – P&C	<b>Job Code</b>	MI09x101
<b>Date Created</b>	March 2026	<b>Location</b>	Hybrid

### Job Summary:

Graduate Project Executive is an entry level role which offers a rotation across our Strategic Meetings Management 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 gain valuable insight into the workings of a Global Meetings & Events agency – one of the best in the industry!

Gain 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 has 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 various teams within the Strategic Meetings Management line of business in the UK which will include travel in/around the UK – primarily remote based working with some office & in-person event time scheduled throughout the programme.
- Motivated to feed the future, develop yourself, your expertise and your skills.

**Qualifications:**

- Event management Degree or Equivalent
- 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 Optimisation Manager*

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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 Assistant, as explained to me. I understand that changes may be made to this Job Description in line with business needs.*

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

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