

Job Title: Project Manager & Event Manager (Full Time Position based near Hertford)

About Blue Hat Teambuilding

Blue Hat Teambuilding is a multi-award winning team development organisation which delivers engaging live events with an emphasis on learning and performance related outcomes. It is widely accepted as the leading such company in the industry. Blue Hat's extensive portfolio of in house activities ranges from 10 minute energisers to full day interactive events, including a wide range of options for both indoor and outdoor events. Blue Hat stands apart from similar organisations because of its ability to design and deliver engaging experiences that more closely support its clients' developmental objectives. These help its clients' teams and their people to work more closely together to increase productivity and profitability.

Key Objective:

Organise and deliver high quality events for our clients, liaising closely with the Sales team, Event Delivery team and Product Development team. Following handover with the Account Manager in the Sales team, you will take responsibility for the client's needs until event completion.

Role Responsibilities

Examples of likely responsibilities include, but are not limited to, the following:

- To organise and deliver events
- Manage the pre-event and post-event organisation of events
- Take a lead role in event management on the day of events themselves as required
- Maintain the highest levels of service to both internal and external customers
- Manage the administration of project processes
- Suggest improvements to products and processes
- Introduce, record and manage new event suppliers
- Assist in developing new solutions for client briefs
- Provide support, advice and expertise to the Sales team

Ideally you will have;

- A proven track record in event organisation and delivery
- The ability to prioritise your work, have excellent organisational skills and a real eye for detail
- Be Passion in your approach to work, committed, hardworking and a real team player
- The ability to be a fast learner and creative thinker, have the ability to think outside of the box
- Flexibility to changing working demands
- The ability to work to strict and tight deadlines
- Strong intellectual ability
- Good analytical skills
- The ability to build good internal and external relationships
- Excellent written communication
- The ability to work on your own initiative as well as follow direction when required
- A full driving license and passport

We would like to hear from you if you are someone who;

- Wants to work for a company that strives to be the best
- Delivers high levels of internal and external customer service
- Has high levels of integrity
- Is enthusiastic with a positive can-do attitude
- Will go the extra mile and make things happen
- Has a "the show must go on" attitude
- Wants to be part of a vibrant team in a fun place to work

Package

The salary package includes a basic salary, pension and participation in the company profit share scheme. Starting salary between £25k-£30k depending on experience. Exact details are available on application.

How to apply

Send your CV with a covering letter to event.team@bluehat-teambuilding.co.uk