

Events Administrator

Based in the City of London and remotely

Salary £25,000 pa

Plus £7.5% company pension contribution

A travel allowance which has a minimum value of £2,500 per annum

The option to split your working week between working from home and in the London office

Discretionary Bonus

An exciting entry-level opportunity to join the Member Services team and provide an event administrative service across a variety of events.

You will be:

- Providing an event administrative service for the Member Services team across all events as required
- Collating event materials and arranging transportation of event equipment; and proofreading event materials
- Monitoring and responding to customer queries in the joint event inboxes, following up on any issues that may arise
- Logging attendance at events, whether online, in-person, or hybrid
- Collating feedback post-event and sharing with the team accordingly
- Working with the marketing team to ensure promotion of events so that they are well attended and successful
- Attending events to assist with registration, event set-up and pack-down

You will need to be an ambitious individual with:

- Excellent communication and inter-personal skills
- The ability to organise and multitask effectively
- Attention to detail
- A flexible attitude and able to work to deadlines
- IT skills - Word, Excel and PowerPoint skills
- A minimum of GCSE grades A-C / 5-9 in English and Maths
- A relevant degree (or equivalent) qualification would be preferable, but not essential

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 26 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a minimum value of £2,500 per annum
- The option to split your working week between working from home and in the London office after passing probation
- After one year's service, private medical insurance cover, and annual travel insurance cover

Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at jobs@cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

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