

# The EIC Job Description

<b>Job Title:</b>	Project & Events Administrator, International Trade	<b>Business Location:</b>	London or Aberdeen (option to work from home)
<b>Job Grade:</b>		<b>Benefits Grade:</b>	

<b>Responsible to (Line):</b>	Director, International Trade	<b>Responsible to (Function):</b>	
<b>Responsible for (Line):</b>		<b>Function (if appropriate)</b>	

## Purpose / Role

- To provide administrative and event co-ordination support to the International Trade Department

## Key aims and objectives

- To assist the International Trade Team in the effective and efficient management of overseas exhibitions, delegations, virtual events and the EIC Annual conference, as well as supporting EIC members in the lead up to these events
- To support the Project & Event Managers
- To ensure the highest standards of professional interface are maintained with all external personnel and authorities
- Maintain a close working relationship with all Departments
- Promote the EIC and its full range of benefits to members where possible

## Prime responsibilities and duties

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- Registration of interest on the CRM contacts database
- Assist with the recruiting of companies to attend exhibitions, delegations, & virtual events
- Promote all events through mailers (register interest, application packs for launch and reminders) and ensure all marketing material is up to date
- Support 3 x Project & Event Managers
- Attention to detail is key! Will be required to proof read and edit team documents, materials and mailers
- Support with virtual events to include platform management and administration, delegate and exhibitor support
- Ensure that all events are added, changed / removed from the website
- Ensure that all International Trade microsites are always up-to-date
- Put together marketing materials for events; application packs, e mail campaigns, flyers
- Update general department admin
- Be the main contact for all exhibitor / delegate queries through e-mail and phone
- Collate all signed application forms & assign space on exhibition floor plan
- Assist with the production of exhibitor manuals and help with preparation for briefing meetings / webinars
- Send out the exhibitor manual post briefing meeting

- Send out, follow up, collect & collate all forms relevant for overseas exhibitions / delegations
- Get online logins from Organisers and distribute to exhibitors
- Complete EIC online profile, exhibitor badges etc.
- Send out thank you letters and photos post event
- Invoice for all events
- Coordinate outgoing freight
- Other admin assistance to members of the International Trade team, as requested by the department head
- Distribute, via Outlook, the e-mails received through the central International Trade inbox

### Allied occasional duties

- To carry out other such duties as may be required from time to time

### Key internal interfaces

All EIC staff (in UK and overseas offices), EIC members, non-members

### Key external interfaces

- Travel partners, freight companies, stand contractors
- Printing companies
- Designers
- Event organisers
- EIC Members
- Department of International Trade
- Scottish Development International

### Core competencies

- Educated to A-level standard or equivalent vocational training or relevant experience in a similar role
- IT Skills – Microsoft Office software packages as a minimum; ability to be trained in the use of other software such as Adobe Photoshop and the EIC CRM database system
- Planning and organisation: assisting with the Department's demanding annual programme of events, ability to work well under pressure and multi task. The Administrator will be supporting multiple events and event managers at a time and will need to be able to prioritise and manage their work load effectively.
- Teamwork: working as part of a team and taking a hands-on role
- Communication Skills – possess excellent communication and inter-personal skills which will be required when dealing with EIC's members, queries from non-members, in securing bookings for events
- Attention to detail: Well-developed written and verbal communication skills. Ability to proof read and edit documents as required.

Issued (date):	Signed by Line Manager:	Functional concurrence: (if appropriate)	Signed by Employee: