

**Events and Logistics Coordinator 12 Month Contract – part time role**

3P innovation is a dynamic and successful engineering and product development company, helping multi-national customers develop, produce and commercialise new products.  We offer a powerful combination of product development and customised automation skills and methodologies to help customers develop new products not just for manufacture, but for successful commercialisation and profitability in production.  We specialise in design and manufacture of machinery and equipment for powder micro-dosing and dispensing, device assembly, device testing, aseptic powder filling and process automation for isolators and clean-rooms.

As reflected in our name, we deliver Product, Process and Production solutions across the Life Sciences sector.

**Job Description**

The Events and Logistics Coordinator will be responsible for the planning, organising and running of event attendance and for supporting the activities of the marketing and communications team, helping to drive the business forward and meet its ambitious growth targets

**Key Accountabilities**

* Lead and manage the coordination, organisation and presence at events
* Working with the marketing team to create design concepts for the event space
* Working with the marketing and sales director to agree budgets
* Implementing and monitoring budgets, and managing invoicing
* Working with event organisers to select and negotiate with third party vendors
* Work with marketing to manage the promotions, communications and branding aspects of the event
* Preparing post event reports to include data on sales leads and opportunities
* Support with the creation of marketing materials including reports, videos, banners, printed materials, and giveaways
* Lead on all event logistics ensuring all necessary planning is in place and that banner, stands, and other materials are available  
  Coordination with the Business Development and technical teams, and other groups attending and hosting events
* Collaborate with the marketing team to ensure that marketing materials are up to date
* Development of the event focused website content and provide supporting copy and images
* Organise event presence and promotion including: trade shows, graduate fairs, internal company events
* Assist the marketing executive by being the key point of contact for all exhibitions
* Liaise with event organisers and their logistics partners to arrange shipping of exhibition materials and a smooth stand build (i.e. decide on booth layout, selection and hire of furniture, graphics and power)
* Plan and arrange travel for exhibition/conference attendees
* Liaise with internal staff to identify speaking opportunities

**Administration:**

* Help maintain the customer database and CRM system - Hubspot
* Assist with the procurement of company merchandise (pens, gadgets, give-aways)
* Control the Business Development stores area, including presentation equipment, the stock control of brochures and promotional items
* Support with general office administration tasks, including answering incoming calls
* Support the rest of business with logistics support

**Experience:**

* Proven experience in online and face to face events coordination
* Experience working with logistics providers and import/export requirements for shipping of goods
* Demonstratable experience of creating marketing materials for events
* Proven experience of working in a fast- paced environment
* At least 2 years’ experience in an events or marketing support role would be advantageous

**Knowledge / Skills / Competencies:**

* Highly motivated, pragmatic with a creative flair
* Experience of designing event spaces (stands/booths)
* High level interpersonal, communication (oral and written) skills with the ability to communicate at all levels
* Resilient, with the ability to manage multiple and varied tasks and prioritise workload within a fast-paced professional environment
* Ambitious, collaborative, driven
* A good team player with a hands-on approach, and adaptable to new challenges
* Ability to quickly establish credibility and build rapport and trust
* Proven ability to engage with colleagues at all levels across different departments to deliver objectives and to respond to a wide range of customer and management needs
* Proficient in all Microsoft packages
* Willingness to learn basic understanding and knowledge of 3P’s machines and technologies
* Accurate, with a strong attention to detail
* Flexibility to adapt and succeed in a rapidly growing business environment
* Ability to work quickly and accurately, operating autonomously (when required) with limited supervision
* A sound understanding of events and logistics
* Able to evaluate complex situations and find solutions in a professional manner
* A positive attitude towards learning, personal and professional development
* Willingness to travel

**Part time role:** 25 hours (across 5 days). One hybrid focus day per week.

**Location:** Warwick

**Salary:** £25,000 p/a FTE - pro rata

**Start date**: ASAP

**Application close date**: 27 March 2024