

## **Dublin Chamber**

**Job Title:** Graduate Events Executive

**Reports to:** Head of Events Programme & Sponsorship/Events Manager

**Location:** Dublin Chamber, 7 Clare Street, Dublin 2

**Salary:** €24,000

Great opportunity for a Graduate Event Executive to join a fast-paced team in a city centre location assisting with an extensive events programme. Previous event management experience in both physical and virtual events is desirable. This role is Monday-Friday based with occasional evening hours. Hybrid working is available 3 days in the office on days with events and 2 days working from home.

### **About Dublin Chamber:**

Connecting, serving and representing business in Dublin. As the leading business organisation, the Chamber helps you network with other businesses, maximise and grow your business and help you understand the driving forces behind the future shape of the Greater Dublin Area.

### **Role Responsibilities:**

- Administration of the yearly Chamber events programme (data entry; taking bookings by email/phone, updating website content, generating attendee lists, generating badges, taking phone/email queries, managing speakers, sponsors, agencies and securing venues.
- Stakeholder management – Communicate, maintain, and develop client relationships. This role will require a strong ability to build positive relationships with key stakeholders - both within the business and with sponsors we engage with.
- Inputting event bookings into the Chamber CRM System
- Invoicing event attendees
- Debt collection and liaison with finance department
- Attendance at Dublin Chamber events to assist with on-site logistics including set up, registration of guests, signage, speakers, AV and catering etc.
- Plan and execute the successful delivery of all events - including webinars, breakfast briefings, networking lunch's/ evening events
- Other Chamber activities as required.

### **Experience required:**

- Strong Microsoft Office skills
- Experience in all areas of Event Management desirable
- Experience dealing with clients and public
- Ability to work under pressure and on own initiative

**Desirable Personal skills:**

- Professional attitude and image
- Excellent communication and interpersonal skills
- Flexible approach to working hours
- Good networking skills
- Desire to learn and adapt
- Attention to detail

Please apply with a cover letter and your CV to [Carol@dublinchamber.ie](mailto:Carol@dublinchamber.ie) no later than 5pm 19<sup>th</sup> of August.