

**PADI EMEA Ltd.
Job Description**

Job Title: Marketing Consultant – Events
Department: Marketing
Reports to: Senior Marketing Manager
Location: Bristol
Job Code:

JOB PURPOSE / SUMMARY

Reporting to the Senior Marketing Manager, PADI EMEA, the Marketing Consultant - Events is responsible for project management of shows and events from conception to execution, ensuring all events are delivered on brand, to time and budget. This role is responsible for evaluating and reporting effectiveness of events against core KPIs, recommending changes for improvements and efficiencies.

DUTIES AND RESPONSIBILITIES include the following:

- Take ownership of shows and events from conception to completion
- Project manage shows and events, ensuring these are delivered on brand, to time and budget
- Setting, communicating and maintaining timelines and priorities on every project
- Manage supplier relationships to develop new and innovative solutions
- Managing operational and administrative functions to ensure specific projects are delivered efficiently
- Work on-site at key shows and events in EMEA region, managing relationships with contractors
- Track, measure, and analyse all events, producing post show reports and making recommendations for improvements and efficiencies for future events
- Ensure brand guidelines are strictly adhered to in all associated marketing collateral
- Seek and develop opportunities to integrate event and campaign initiatives with new and existing activity
- Liaise with field based teams to provide marketing support to local events, to time and budget
- Ensuring excellent customer service and quality delivery

Our ideal candidate will have the following experience, demonstrated skills, and education to qualify for the role:

QUALIFICATIONS, SKILLS + EXPERIENCE

- Educated to Degree level in Marketing, Business or Event Management
- 2+ years experience in end to end event management, managing budgets and project plans
- Strong organizational and management skills – able to manage large scale projects with many moving parts
- Detail orientated to ensure all event and campaign activity is delivered to a premium standard
- Ability to communicate effectively with all levels of management and staff
- Excellent computer skills, specifically MS Excel and PowerPoint
- Must be flexible and able to react quickly to last minute change
- Excellent interpersonal and communication skills with the ability to converse at all levels
- Self-starter able to work with minimum supervision
- Problem solver with positive, can-do attitude
- Ability to thrive in a fast-paced environment
- Dedication to customer service and satisfaction

SPECIAL REQUIREMENTS

- Eligibility to work in UK (Essential).

LANGUAGE SKILLS

- Fluent English (Essential)
- Other languages [Highly Desirable]

If this job sounds interesting to you and you meet the requirements described above we'd like to get to know you! Please send applications to Jessica.armishaw@padi.com by 31 July 2018.