

25 October 2022

EXPERIENCED EVENTS PROJECT MANAGER

As a Project Manager at ONE39 Central you will need to be versatile in taking responsibility for multiple projects focusing on planning, organizing, managing, and coordinating various types of events.

Clients' requests are not limited to events only, you will need to manage and co-ordinate SWAG/Corporate Branding, Printing and various Production requests.

As a Project Manager at ONE39 Central, you will be required to always be a brand ambassador.

POSITION: 3 MONTHS PROBATION into PERMANENT ROLE

REQUIRED: AS SOON AS POSSIBLE

CHARACTERISTICS OF THE CANDIDATE

- Organised, neat and tidy
- Servant heart
- Patient, kind and respectful
- Faithful and committed
- Trustworthy and principled
- Positive attitude

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective in providing exceptional customer service, both internally and externally
- Clear concise written and verbal communication skills
- Must possess the ability to always remain diplomatic and respectful
- Must possess a sense of ownership and pride in your performance and its impact on company's success as well as your own
- Ability to establish and maintain effective working relationships with co-workers, managers, and clients alike.
- Must demonstrate good time-management skills to enable to manage the workload
- Strong knowledge of Business Events and the Association Industry
- Attention to detail and ability to work simultaneously on multiple priorities
- Excellent organizational, interpersonal, and administrative skills
- Strong leadership qualities,
- Strong presentation and influencing skills
- Strong team player with high level of resilience
- Must be able to work under pressure and maintain the company's core values while handling multiple events.
- Financial, analytical, and problem-solving skills with the ability to develop and articulate recommendations and solutions based on this analysis.
- Ability to work with data with a sound understanding of the latest GDPR & POPI practices.
- Must have a flexible, sales-driven, and proactive approach

OBJECTIVE OF THE ROLE

- *Help support and grow the events business unit and to generate new leads*
- *Building cross functional relationships with internal stakeholders to support the success and strategic aims of the event and/or brand*
- *Ability to remove complexities of planning an event from our clients by being resourceful and knowledgeable of industry products and services*
- *Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds*
- *Effective and creative problem solver with the ability to be a critical thinker and provide solutions*
- *Plan, manage and execute small to large scale events, conferences and/or exhibitions when required*

DUTIES & RESPONSIBILITIES:

- Research (and document), source and secure eventing products and services such as venues, event spaces, décor and/or other 3rd party suppliers.
- We do this through strict compliance of and implementation of company policies and onboarding procedures
- Forge strong relationships with suppliers including AV teams, venues, entertainers, etc. negotiating to ensure the best value is achieved
- Preparation of pitched briefs (presentation/deck format) that speaks to providing options and solutions to event briefs and client needs
- Strive to build positive rapport with clients through timeous engagement and exceeding expectations through excellent service delivery.
- Own the end-to-end events plan or brief, with full responsibility for internal and external communications, delivery, logistical elements and evaluation pre and post event.
- Develop and maintain detailed forward planning documents and event schedules ensuring teams and stakeholders are briefed and informed
- Manage and maintain data in a responsible way in accordance with GDPR, POPI and internal data processing procedures
- Record and manage the P&L/Budgets for individual events with a focus on value for money and maximizing contribution to the wider business.
- Accurately administer all event finances
- Fulfil exhibition and sponsorship deliverables with attention to detail to maximize return on investment where applicable
- Willing to attend, participate and represent ONE39 at Industry and/or Association events
- Oversee industry requirements (event permits, medical, COC's etc.) ensuring risk aspects are mitigated throughout event operations.
- Drive continual service improvement, event growth and best practice across all events
- Ensuring that the overall experience is positive, exceeds expectations
- Collate customer feedback identifying areas for improvement through company surveys post each project and/or event.
- Analysing year on year performance and leading or participating in event debrief discussions, identifying future trends or improvements for event growth and future opportunities for the brand.
- Ensuring all event content is brand-aligned and meets guidelines
- Remain an exemplary representative to other team members to reflect company service standards and procedures.
- Ability to actively source new clients and events to boost revenue for the company.

QUALIFICATIONS & EXPERIENCE:

- 2-4 years of experience as an event and/or project manager or similar role
- Tertiary Qualification advantageous
- Certification in hospitality management, public relations or relevant field is preferred
- Corporate / B2B events experience advantageous.
- Demonstrable knowledge of managing costs within a budget
- Advanced literacy and numeric skills required
- Excellent interpersonal skills
- Computer literate
- Event Software literacy (advantageous)
- Negotiation skills
- Experience of risk assessments/health and safety/contingency planning
- Sales and marketing skills to promote ONE39 Central and attract new clients
- Support and help drive our social media platform(s)
- Portfolio of successful events along with leads of potential clients
- Must have own vehicle and driver's license
- Knowledge in the following: (advantageous)
 - SAGE ONE
 - MailChimp / other similar
 - Instagram
 - WordPress

To apply, please email your Cover/Motivation Letter along with your and most updated Curriculum Vitae, with contactable references to:

Human Resources

Mrs. Jaci Harrison

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