



## **Abbey Events**

**5 City Gate Bridge Street Lower, Dublin 8**

**Tel: +353 1 648 6100**

**Website: <https://abbeyeventexperts.com/>**

## **THE COMPANY**

Abbey Events is part of the Abbey Group, a long established and fast-growing Destination Management Company dedicated to selling the destinations of the UK and Ireland to the International travel trade in over sixty countries. The Group has offices in Dublin and Edinburgh with a remote team presence across Ireland, the UK and several European countries.

Today, the group sells under a number of distinct brands:

- **Abbey Events (Events & Corporate meetings)**
- Abbey The Destination Experts (Group and FIT travel experiences)
- Abbey Conferences (Conference management across Europe and beyond)
- Moloney & Kelly (Incentive & Luxury travel)

Abbey Events is a multi-award-winning International Events organisers with offices in Dublin and Edinburgh. Under our Abbey Events brand, we provide a wide range of professional event services.

## **WHY WORK FOR US**

- The Abbey Group is proud to hold a certification for being a Great Place To Work UK & a Great Place to Work Ireland
- Abbey Group is certified Gold for sustainability across all its brands
- Progressive Company
- Deloitte Best Managed company for 16 consecutive years
- Hybrid/blended working option available
- Up to 60 days per year remote working abroad
- A paid day off on your birthday & an additional paid day off over the Christmas period
- Discretionary Company Bonus Scheme
- Company contribution to occupational pension scheme
- Discretionary flexible benefit contribution towards pension or health care plan
- Learning and development opportunities - individual training budget per year
- Employee Assistance Programme - health & wellbeing support
- Active Social Committee and Green Team including free events throughout the year
- Multinational workforce with over 30 nationalities

## **TITLE OF VACANCY:**

### **Senior Project Manager, Events Department, Dublin (hybrid)**

We are looking for an experienced Senior Project Manager who can manage multiple corporate and association conferences at once. The right candidate will work closely together with the Director of Events and will be responsible for managing this segment of the business within the Events Team. Budget Management and Timelines are an important part of this role.

## **THE ROLE AND CORE DUTIES INCLUDE:**

- Co-ordinate and manage the organisation of all assigned conferences and events.
- Client relationship management - be the key company contact with the Clients and attend all client meetings.
- Work with the Client to design all aspects of the conference or event
- Onsite management - be the company's key representative on site during the operation of the conference or event.
- Manage and support the departmental staff assigned to any larger conferences or events as appropriate related to the specific project.
- Provide support and training to presenters/hosts as appropriate to ensure they understand the Clients objectives and to familiarise themselves with all the technical aspects of the conference or event.
- Accommodation management/venue management/supplier management.
- Online registration & abstract management.
- AV and catering co-ordination.
- Website set up and maintenance where appropriate for the project.
- Transport & travel management.
- Social Programme creation and co-ordination.
- Budget management for all projects for the client, as well as internal budgets, reporting to Events Director on projected Revenue and margins.
- Support our Sponsorship Manager with funding/sponsorship & exhibition activities where appropriate.
- Attend supplier meetings.
- Attending presentations on occasion where required for new potential pieces of business.
- Complete financial and credit control over the conferences or events handled by the company.
- Maintenance and development of projects within the Company's Event Management system. This includes setting up and maintaining conferences/events that require registration in the system and the management of the Online Registration and Abstract Submission systems.
- Assisting the Abbey Group with its environmental and responsible tourism initiatives.
- Any other duties as assigned from time to time by your manager or Company Director
- Some international travel may be required and will be in compliance with the company's Business Travel Policy.

## **REQUIREMENTS:**

### **Essential:**

- Extensive experience in a similar role/company
- Ability to meet agreed time paths/deadlines
- Motivated self-starter with a passion for client care plus a commitment to delivering services to the highest level
- Good team player
- Strong technical/computer abilities
- Excellent communication skills
- Willingness to travel – mainly within the UK & Ireland
- Relevant 3rd level degree in Event Management, Tourism, Business or Languages or relevant experience
- Very good knowledge of MS Office

### **Desirable:**

- Familiarity with the Events Air conference management software is an advantage

*Abbey Group is an equal opportunities employer.*