

DETAILS	
Job title	Events Coordinator
Reports to	Events Manager
OGTC Team	External Relations
KEY PURPOSE	
<p>Looking for a role that lets you harness your skills within an innovative environment? The Oil and Gas Technology Centre is looking for an Events Coordinator that will embrace the organisations passion for technology, delivering an exciting range of internal and external events and workshops in collaboration with the Marketing and Communications Team. With a strong focus on value and delivery, this fast-paced environment is challenging but hugely rewarding.</p>	
KEY ACCOUNTABILITIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • An ambassador. For all things technology. • Develop and deliver a range engaging and successful events and workshops in the Innovation Hub and at external conferences and exhibitions. • Take a joint lead role in the front-of-house (FOH) Innovation Hub activities, including invite management, registration, sign in, catering/hospitality, room set up etc. • Deliver. We must demonstrate the value being delivered, both by our team and the broader organisation. So be prepared to roll your sleeves up and clearly demonstrate that. • Support digital. Support event marketing and campaigns online. • Be sociable. We work as a team, sit in open plan offices and engage with a range of stakeholders. You must have strong social skills and recognise some out-of-hours working will be needed. • Other ad hoc administration duties / supporting the wider team as required 	
PERSON SPECIFICATION	
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Excellent customer service • Strong communication & interpersonal skills • Ability to use own initiative as well as work as part of a team • A willingness to learn, constantly improve and energise others to action • Able to work well under pressure and to be able to work to tight deadlines. 	

- Competent in the use of MS Word, PowerPoint and Excel
- Strong administration skills with great planning skills and a good eye for detail
- Flexibility in all things. The OGTC is a small team and often do the unexpected!

Experience:

- 3 years' previous experience in a similar role of supporting events including workshops, seminars and exhibitions

Minimum qualifications:

- Relevant university or college qualification

Other:

- Some flexibility required due to the nature of the role when events out with company hours are required to be delivered (e.g. in the support breakfast, evening, and / or weekend events.)
- There may be occasional requirement to travel if the OGTC are hosting events away from Aberdeen.

Notes:

Application Deadline – 22nd February 2019

Interviews – held week commencing 4th March 2019