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**Event logistics Co-ordinator**

An exciting and challenging opportunity has arisen for a skilled and enthusiastic logistics co-ordinator to join our UK events team.

Job Description

* Responsible for the logistics coordination and organisation of assigned events all over the world
* Regular worldwide travel
* Coordination and execution of the end-to-end event lifecycle, pre, during and post shows
* Relationship management
* Data management in accordance with GDPR practices
* Project planning, budget management, accurate monitoring of spend and financial management of all logistics

Experience & requirements

* Multi model freight forwarding experience
* Excellent customs service skills
* Good working knowledge of Microsoft Office
* Ability to successfully prioritise and manage multiple tasks
* Good time management skills
* Ability to work well under pressure and to regular deadlines
* Good written and verbal communication skills
* Have a methodical and systematic approach to work
* Ability to use initiative when it comes to problem solving
* Ability to work as part of a team
* Flexible approach to working hours and able to work away for varied periods of time.

We offer

* Salary negotiable
* 2 x performance related bonus’ per annum
* 20 days holiday
* Excellent pension scheme

This is an exciting and extremely varied key role, playing an important part within our dynamic, friendly events team.

We look forward to hearing from you.