

Junior Account Executive & Project Support

We have an opportunity for an experienced and creative self-starter with excellent administrative experience and client management skills to join the team as Junior Account Manager & Project Support to assist our Project Manager on mostly large events.

The ideal candidate will be passionate about experiential marketing, activations and events and creating client proposals and delivering great ideas for clients. Davis Events Agency is an award-winning and growing independent Irish firm that works with international blue-chip companies, global brands and government agencies in Ireland and overseas destinations including UK, Switzerland, Portugal, Spain, USA, France and China.

You will help to organise and manage world class clients' activations, events and projects from proposal stage through to on-site management and final debrief. Reporting to the Project Manager and working hand-in-hand with a small team of account executives the ideal candidate will be hard-working with excellent administrative experience, pay attention to detail, has a can do attitude and is flexible, reliable and a real team player.

The ideal person must have:

- Great Communication skills both verbal and written
- Excellent administrative experience
- Creative Flair – skilled and experienced producing creative proposals
- Project management and planning skills and be well organised
- Relationship development ability – a people person
- Passion for Experiential Marketing Campaigns, Activations and Events
- Financial / Budget management skills
- Negotiation skills
- Strong Results Focus

Roles & Responsibilities

- Work with a small team of account executives and production team
- Balance busy schedule, manage clients & projects simultaneously
- Carefully manage event & project budgets
- Take meeting notes and create reports
- Reply to emails and look after administrative tasks
- Nurture and develop client relationships
- Help to manage execution of all aspects of activations, projects and events from initial proposal, idea and concept to on-site management, logistics and final debrief/ reporting
- Research and develop creative concepts for events
- Bring new and exciting ideas to the table
- Manage and negotiate with suppliers, venues and artists
- Collect and present supplier quotes
- Work with print & design teams to deliver client branding requirements

Requirements

- Must have at least 1 year agency experience
- Third-level qualification in either Event Management, Marketing, Digital Marketing, Hospitality or similar
- Full clean driving licence
- Positive, can-do attitude and dedicated to going above and beyond

A bonus, but not essential

- Digital Marketing & Social Media Skills
- Experience in using Asana & WordPress
- Photography, Video, Photoshop, InDesign skills or similar

Benefits

- Bonus structure
- Opportunity for fast progression & promotion
- 22+ days holidays a year
- Fun and inclusive work environment
- WFH / Remote or City Centre Office Location
- Get to work with world renowned brands
- Get to travel internationally on events for clients
- Excellent salary package & bonus depending on previous experience

We are proud at Davis Events Agency to be an equal opportunity employer. We want to help everyone find their place in the world. So we celebrate the diversity that different individuals contribute.