



Position: Event Manager

Contract: Full Time Permanent

Location: Ireland

Reporting to: Operations Manager

Purpose of the Role: As part of the Events Team, the purpose of the role is to manage all Orangeworks events across Ireland. You will also be required to travel to the UK and abroad on occasion for events.

This is a great opportunity for a talented and committed Event Manager to learn and play a key role in the continued growth of Ireland's largest team building company and work in a fun and rewarding industry.

If you love all things Events and Teambuilding and are looking for a new challenge, we would love to hear from you. Based in Dublin, you will form part of a closely-knit team, whose passion is to create unique experiences that our customers will remember forever. Our clients range from some of the best-known global brands to indigenous local businesses.

Roles and Responsibilities

Operations Logistics

Tasks

- Managing Warehouse & Vehicle Logistics
- Purchasing
- Travel & Accommodation Management

Indicators

- All shipping (inbound and outbound) managed in a timely fashion
- Warehouse kept in an organised and clean state
- Stock management maintained

Event Directing

Tasks

- Creating events from start to finish and liaising with relevant stakeholders as need be
- Customising and tailoring activities as required to suit requirements
- Budgeting, staffing & logistics

Indicators

- Post event feedback from clients
- Relationships with internal team, external venues and suppliers

Facilitation

Tasks

- Leading the event team when on events
- Set up, de-rig as needed
- Facilitating various events

Indicators

- Post event feedback from client
- Product & event knowledge
- Feedback from internal team

About You

Qualifications

- Minimum Leaving Certificate
- Qualification In Hospitality or Events would be preferable
- Full Clean Drivers License

Experience

- Hospitality
- Event or Venue Management
- Client Relations
- MC or Public Speaking

Skills & Knowledge

- Team & Results Orientated
- Fun Loving, Problem Solving & Multitasking
- Experience in Frontpage is preferable
- Experience in Salesforce is preferable
- Experience in Microsoft Office (Word, Excel, Powerpoint & Outlook)
- Strong verbal and written communication skills

Our office and events Warehouse is based in Swords Enterprise Park, North County Dublin however this role requires national and international travel. If this role interests you, please send your CV and cover letter to careers@orangeworks.ie.