

# United Kingdom Jobs Expertini®

## Events Manager - Pharmaceutical

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Company: Real Chemistry

Location: United Kingdom

Category: other-general

Real Chemistry is looking for an Events Manager to join our growing team! Real Chemistry is currently seeking an Events Manager to participate in event management and logistics for cross-functional account teams. They will oversee and own faculty, and delegate management processes to include contracting, invitations, calendar management. The position offers a great opportunity for an individual with a passion for events to work with leading clients in the pharmaceutical, biotechnology, medical devices, and health IT fields.

**Who'll Love This Job:** You are passionate about events, specifically within the healthcare industry. You have a driven personality with excellent attention to detail. You enjoy working across multiple accounts and teams working on a variety of projects. You can work and complete tasks independently. You are happy to travel and enjoy onsite management. You are someone who enjoys getting stuck into all elements of a project and helping out within your remit.

**What You'll Do:** A mixture of: event management as part of cross-functional account teams in the running of in-person and virtual projects for clients; supporting with logistical event tasks for account teams where needed; working with other agencies to support successful event delivery. Be a source of event and logistical expertise and knowledge to the accounts teams, advising on processes and best practice for gold standard event delivery. Own faculty and delegate management processes, to include contracting, invitations, and calendar management. Work with 3rd Party suppliers (i.e., production, travel and venue finding companies) as and when necessary. Develop and maintain project timelines. Build sections of/review scopes of work to ensure all events and logistical elements have been considered and are scoped and included accurately. Develop onsite guides to ensure smooth running of events on

the day and the Real Chemistry team's attendance at multiple congresses Venue and restaurant searching in line with requirements Ensure accuracy on all third-party platforms Build relationships with key suppliers to enhance client experience Ensure all necessary training is complete to comply with regulations Ensure all finance processes are adhered to where needed; event budgets, approval of 3rd party invoices against purchase orders and reconciling expenses Identify and understand industry trends to enhance client service delivery Aware of/learn and implement regulatory requirements and restrictions on venues, engagements, and hospitality in line with industry standards What You Should Have: 2 years of experience in events Keen interest in event and meeting management with a passion for the healthcare or related science industry Experience of the pharmaceutical industry a plus, but not essential Understanding of budgeting and cost management, and ability to manage third party vendors, brief, liaise and manage costs Exceptional client services skills - Must be able to take and interrogate a brief and clear and concise written and oral communication skills Meticulous organisation and prioritisation skills, ability to juggle multiple projects/events in parallel Collaborative teamwork and stakeholder engagement style Ability to travel to onsite events internationally

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