

## **PRIVATE AND CONFIDENTIAL**

### **Job Description**

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Job Title	<b>(Snr) Project Manager</b>
Department	<b>Client Services Department</b>
Reports to	<b>Business Unit Director</b>

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### **KEY RESPONSIBILITIES/ROLES**

#### **Logistics management**

This applies to the planning and management of all events from inception to implementation, where “event” means assigned meetings and exhibitions

- Negotiate with suppliers to obtain best possible rates
- Source potential venues and carry out site visits as required
- Coordinate administration for each event to include, when necessary, arrangements for travel, catering, accommodation, venue liaison, AV, ground handlers, faculty and delegate management, supplier payments, social events
- Maintain a record of attendee requirements for each event
- Responsibility for project-managing large standalone congresses and/or sponsored events. This will include duties as outlined above and in addition responsibility for: processing registrations, handling delegate income, abstract handling, exhibition management, liaison with sponsors, generation of and consultation in the production of promotional materials including sponsors’ prospectuses, first announcements and second announcements. Planning meetings with medical committees will also be required.
- Attend and manage events on site as required (national and international travel, work outside of normal office hours)

#### **Client Liaison:**

- Attend client meetings/conferences as required

#### **Financial Management**

- Produce, update and keep within budgets for each event. Compile reconciliation after event.
- Liaise with accounts department regarding forthcoming payments, deadlines and budgets and financial status of meeting.

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