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| 3P innovation Job Description  |  |
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| **JOB TITLE:** | Events Coordinator |  | EMPLOYEES RESPONSIBLE FOR: | 0 |
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| REPORTING TO: | Senior Marketing Manager |  | DEPARTMENT:  | Marketing & Sales  |
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| LOCATION: | Warwick  |  | TRAVEL REQUIRED: | Approx. <5% of time |
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| Company Overview 3P innovation is Based at our office in Warwick. 3P innovation is a leader in the manufacture of automated machinery for the pharmaceutical, medical device and FMCG industries. See Recruitment Brochure for more details on careers with 3P Innovation. |
| JOb Purpose We are seeking a highly organised and proactive Event Coordinator to join our growing team. This role is key to supporting the planning and delivery of internal and external events that showcase 3P Innovation’s expertise, strengthen customer relationships, and enhance our brand presence.The role is part-time, 25 hours pers week and based on-site in Warwick, with one day working from home per week. |
| Key responsibilities and Duties  |
| 1. **Plan and organise events** - coordinate all aspects of event planning, including stand selection, stand layout, AV requirements, and scheduling, ensuring every detail aligns with the event objectives.
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| 1. **Liaise with all stakeholders -** act as the main point of contact for event organisers, suppliers, and internal teams.
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| 1. **Coordinate shipping** - liaise with event organisers and their logistics partners to arrange shipping of exhibition materials and coordinate international and domestic shipping of all event materials including ATA carnets.
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| 1. **Manage budgets and timelines** -develop and track event budgets, monitor expenses, and maintain clear timelines to deliver events on time and within financial constraints.
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| 1. **Event promotion** - development of the event focused social media content, website content and other supporting copy.
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| 1. **Evaluate and report on event success -** prepare post-event reports (including lead tracking), and identify opportunities for improvement to enhance future events.
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| 1. **Plan and manage travel** - for exhibition/conference attendees.
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| 1. **Coordinate and support event follow-up** - including lead communications (emailers) and CRM update.
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| 1. **Support the wider marketing team** - with photography, video creation and creation of marketing assets.
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| **Administration Responsibilities & Duties*** Help maintain the customer database and CRM system - Hubspot
* Assist with the procurement of company merchandise (pens, gadgets, giveaways)
* Control the Business Development stores event area, including presentation equipment, the stock control of brochures and promotional items
* Support with general office administration tasks, including answering incoming calls
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| Essential knowledge, Skills and Abilities * Proven experience coordinating events, ideally in a B2B environment
* Strong organisational skills with the ability to manage multiple projects simultaneously
* Excellent communication and interpersonal skills; confident working with internal teams and external suppliers
* Proficiency in Microsoft Office (Word, Excel, PowerPoint)
* Ability to remain calm under pressure and adapt quickly
* Proven ability to engage with colleagues at all levels across different departments to deliver objectives
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| **Desirable knowledge, Skills and Abilities** * Minimum of 2 years’ experience in an events or marketing support role
* Understanding of import/export requirements for international shipping of goods
* Willingness to learn, with a basic understanding of 3P’s machines and technologies
* Familiarity with event management software
* Proficiency in Canva
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| **Qualifications and Education Requirements** * A minimum of A-Levels or equivalent education/experience is required. A degree in marketing, communications, or business would be an advantage but is not essential
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| **Our Values** (Principles) |
| Innovation | Experimentation: Embrace the continual development of new processes, ideas, and solutions. |
| Adaptability: Commit to learning and evolving in response to challenges. |
| Problem Solving: Foster an environment that encourages solutions and creative breakthroughs. |
| Collaboration | Learning and Sharing Knowledge: Knowledge shared is knowledge squared. Build collective expertise by exchanging information across teams. |
| Support and Teamwork: Actively work together, not just alongside, to achieve shared goals. |
| Clear and Open Communication: Effective collaboration requires clarity, transparency, and accountability. |
| Integrity | Trust and Accountability: Build and maintain confidence through transparency, honesty, and consistency. |
| Respect for Others: Foster a supportive and inclusive environment where all perspectives are valued. |
| Dependability and Openness: Ensure reliability in actions and openness in communication to strengthen relationships. |

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| **Subject to change**The responsibilities outlined above provide a general overview; however, additional duties may be assigned as necessary to meet departmental objectives. |