



Role Profile

Job title: Team Administrator
Reporting to: Exhibition Manager

Contract period: April - September 2010

Job Purpose

To provide support to the Exhibition Team with day-to-day duties to support exhibitor needs and provide customer care that results in a successful exhibiting experience.

Responsibilities

- To be responsible for the Exhibition Team general email inbox and incoming calls, responding to exhibitor general enquires.
- To provide administrative support to the Exhibition Team including filing, mailings, exhibitor communication etc.
- To assist with maintaining and ensuring the exhibitor database is updated and accurate with correct exhibitor contact details and stand booking information.
- To maintain the sponsorship contracts filing system and to liaise with the Finance Team to ensure correct invoicing and payment.
- To ensure all details of co-exhibitors are entered into the web based system to be included in the exhibition catalogue.
- To communicate effectively with exhibitors and the venue regarding exhibitor meeting room requirements, meeting room acceptances and cancellations.
- To liaise with the Marketing Team and Finance Team to ensure correct booking and invoicing of exhibitors press conference rooms.
- To support the exhibition build-up process to ensure efficient communication between IBC, exhibitors and contractors/suppliers.

Person Specification

- An effective team player
- A disciplined administrator with keen attention to detail
- A confident communicator
- Ability to multi task with a high work rate
- An excellent time manager
- Excellent interpersonal skills

Skills

- Good customer service skills, patient and calm manner
- Strong IT skills especially MS Office
- Strong attention to detail