



**\*\*NEW INTERNSHIP\*\*** A bespoke events agency based in Ladbroke Grove is seeking an Events Assistant. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Events Assistant

**Location:** Ladbroke Grove

### **Roles & Responsibilities**

- Emailing suppliers to obtain quotes
- Liaising with/ booking suppliers to place orders and arrange logistics
- Manage client guest lists
- Generating mood boards for clients and pitches
- Conducting venue searches for new enquires/ pitches
- Booking flights/accommodation/ transport for site visits & events
- General office duties e.g answering phones, taking the post.
- Support events producers onsite during event set up and during event running
- Sourcing props, accessories and favours
- Sourcing and liaising with entertainment agencies.

### **Key Attributes/ Skills required**

- Positive attitude with a can do attitude and strong work ethic
- Strong time management skills
- The ability to adapt and be flexible with managing your time and work load.
- Proficient in using Microsoft office, word, power point and excel
- Good communication and interpersonal skills
- Good written English
- Creative