

# SENIOR OPERATIONS EXECUTIVE

## JOB DESCRIPTION

**Job type:** Full time in the office (37.5 hours)

**Location:** Borough, SE1

## ABOUT THE JOB

Akabo Media is one of the fastest-growing B2B events and media businesses in the UK, with a portfolio that includes IntraLogisteX, Supply Chain Excellence Awards, Logistics Manager, Road User Charging and Aurora Insights. Our events are expanding rapidly.

Alongside our established UK portfolio, we are launching and growing events internationally across Europe, North America, the Middle East and Asia Pacific.

We are looking for a Senior Events Operations Executive to join our operations team and play a key role in delivering exhibitions, conferences and awards events. This is a hands-on delivery role for someone who enjoys making things happen, solving problems and ensuring events run smoothly.

## ABOUT THE ROLE

You will work closely with our Senior Operations Executive and wider team to help deliver:

- Exhibitions
- Conferences
- Awards ceremonies
- International events

You will take ownership of key operational projects and become a central point of contact for exhibitors, suppliers, venues and internal teams.

## CORE TASKS

### **Event Delivery**

- Support the planning and delivery of exhibitions, conferences and awards
- Manage operational timelines and project plans
- Ensure key deadlines are met

- Help coordinate build-up, live event and breakdown activities

### **Exhibitor & Sponsor Support**

- Manage exhibitor manuals and operational communications
- Coordinate exhibitor requirements and requests
- Liaise with sponsors regarding operational delivery
- Ensure a positive exhibitor experience throughout the event cycle

### **Supplier & Venue Management**

- Work with venues, contractors and suppliers
- Coordinate services such as AV, furniture, graphics, registration, catering and logistics
- Obtain quotations and manage bookings
- Help ensure delivery remains on budget and on schedule

### **On-Site Event Management**

- Attend and support events in the UK and internationally
- Resolve operational issues quickly and professionally
- Work closely with sales, marketing and conference teams during live events
- Help ensure an excellent delegate, visitor and exhibitor experience

### **Administration & Planning**

- Maintain accurate event records and documentation
- Track budgets and purchase orders
- Support health & safety and compliance processes
- Assist with floorplans, schedules and operational planning

## **THE CANDIDATE**

### **Experience**

- At least 2 years' experience in event operations, exhibitions, conferences or a similar project-based environment
- Experience working on B2B events is desirable but not essential

### **Mindset**

You are:

- Highly organised
- Detail-oriented
- Calm under pressure
- Practical and solutions-focused
- Comfortable managing multiple projects simultaneously
- Happy taking ownership and getting things done

The successful candidate will become an important member of the operations team and will have the opportunity to develop their career alongside a growing international events portfolio. This role would suit someone who enjoys being at the centre of event delivery and takes pride in ensuring everything runs smoothly.

## **WHAT WE OFFER**

- **20** days annual leave increasing to **25** days after one year's service.
- Plus, paid birthday off and three paid days off over Christmas.
- Free Private Medical Insurance & gym membership discounts.
- Group Pension scheme.
- Social & Company events.
- Modern office near London Bridge.
- Opportunity to travel within the UK & internationally (Miami, Brussels, Asia etc).
- Season Ticket Loan.
- Dress down Fridays.
- Training & development opportunities with money contributed towards personal development of your choice.

## **INTERESTED?**

Please send your CV and covering letter to [anneke.thomas@akabomedia.co.uk](mailto:anneke.thomas@akabomedia.co.uk)