



Job Description – Operations Executive

About Nineteen Group www.nineteengroup.com

As Nineteen continues to grow we need to expand our Marketing team to create and deliver the marketing strategy and plans across our portfolio of events. These roles are key to our future success and will be allocated to specific events and communities.

Nineteen is a dynamic and rapidly expanding trade show organiser based in the centre of Wimbledon. We unite tens of thousands of people at our amazing shows, inspiring our people and communities to grow across meaningful sectors including: security, cyber, fire, safety, emergency response, retail and manufacturing. Backed by Phoenix Equity Partners, we are a successful team on an exciting journey of growth to become the UK's leading organiser.

We value our people and search for new Nineteeners who reflect our values of being kind to others, working in an agile way to reflect the fast pace at which our business operates, being driven to succeed, and knowing that the more inclusive we are, the better we are. We are a business about people, we just happen to do great events.

Nineteen embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We offer a competitive package with a range of benefits including pension, a talent share plan, volunteering leave, study support, a choice of healthcare or gym membership, professional qualification support.

Reporting to the Head of Operations, the Operations Executive's key responsibilities will include:

- Overall support for the Operations Team
- Understanding of key areas within each project / event to ensure events run flawlessly
- Provide high level of customer care supporting events team and exhibitors
- Main point of contact for all exhibitor communications
- Maintain CRM system and ensure accuracy of floorplans and exhibitor lists
- Help to produce exhibitor manual copy and supplier forms
- Manage key relationships including: sponsor requirements, team accommodation, catering requirements, meeting room schedules; furniture schedule; carpet schedule etc
- Prepare all onsite material