

LOCALE^o

Events Manager / Occupier Engagement

Oxford / up to £40,000.00 pa

Plus Benefits

About us:

Locale is a multi-award winning, innovative, privately owned company that produces estate management portals for some of the UK's most prestigious property brands and iconic landmarks, such as The Shard and Hyde Park Estate. We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.

About the Role:

It's varied and fast paced, and you'll be working closely with the Locale Life team, the Head of Sales & Marketing & our Founder/CEO to deliver occupier engagement programmes, placemaking, local, regional and national offers and discount schemes across our national network of commercial and residential clients and schemes.

Responsibilities include:

- Understanding and delivering tenant engagement programmes to our commercial and residential occupiers and clients
- Working with our clients to fulfil their occupier engagement and placemaking requirements
- Maintaining a clear impression of the marketplace, changing trends and major players in the property tenant engagement space
- Sourcing and managing our 3rd party suppliers
- Overseeing our rewards, discounts & events programmes ensuring they are applicable to our clients, their occupiers & their surroundings
- Delivering an innovative and market-leading programme

About You:

We are seeking someone from an event management/hospitality/concierge background, ideally with experience of managing and growing a small team, responsible for your own unit costs and budgets. A background in, or experience or knowledge of, the UK property market would be useful.

You must be extremely personable, have an excellent level of attention to detail, be literate and have excellent communication skills. You must be organised, enthusiastic and motivated. You don't need to have a technical background, but you must have strong IT skills. Familiarity with IT packages like Microsoft Windows, Word, and Excel is required.

Package:

- Competitive salary
- 25 days' holiday, increasing with length of service, plus bank holidays
- Pension scheme

- Private Medical Insurance
- Childcare Voucher Scheme
- Cycle to Work Scheme

Application:

Please send CV and cover letter attached as a word document or PDF to recruitment@locale.co.uk

No canvassers or recruitment agencies please.