

Events Executive / Occupier Engagement

Oxford/ up to £25,000pa (depending on experience)

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 We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.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 assisting with the delivery of occupier engagement programmes, placemaking, local, regional and national offers and discount schemes across our national network of commercial and residential clients and schemes

Responsibilities:

- Understanding and assisting with the delivery of 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
- Source and onboard suppliers and vendors that match the clients' requirements
- Collaborate with suppliers to provide the best lifestyle packages for clients and prospects
- Build rapport and maintain long-term relationships with suppliers to further improve the product offering
- Maintain offers schedule and events supplier database, verifying the accuracy of the data entered and updating data where necessary
- Provide continuous technical support to existing clients using Locale Life, offering solutions to client queries whenever required
- Facilitating communications between supplier and clients regarding scheduled building activities, ensuring that events run smoothly on the day

Attributes and skills required:

- Previous Residential Concierge/Event Management experience in a luxury environment advantageous
- Team player with excellent customer service and communication skills
- Two years customer services experience
- Photoshop experience required
- Previous experience using a CMS/website builder advantageous

- Previous experience of working in a small team

Benefits:

As well as engaging work and exciting long-term opportunities the company has a relaxed working environment, with a casual dress code, monthly staff socials (such as a trip to the circus, punting in Oxford, a round at the pub or movies nights with take away) and free beer Fridays. There are plenty of staples available like free breakfast cereal, soup for lunch, a well-stocked cookie jar and sweetie bowl (or fruit bowl if you'd prefer) and a bean to cup coffee machine (coffee is very important!). The company also offers full time employees a private health scheme. Every year we also have a lavish Christmas dinner!

Application:

Applications will be considered on a rolling basis. Locale is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of race, sex, disabilities, religion/beliefs, sexual orientation or age.

Please send your CV, along with a covering letter, to recruitment@locale.co.uk telling us something interesting about yourself and explaining why you are the perfect fit for Locale.

No canvassers or recruitment agencies please.