



Job Title: Marketing & Events Assistant for Make Events and HM Events

Reporting to: Holly Moore, CEO

Salary: £18k - £25k depending on knowledge and experience

The Company

Make Events and HM Events are a hugely experienced events agency in Manchester who have taken the industry by storm since we were launched in 2012 by founder Holly Moore.

Purpose of the Role

This role is for an organised and proactive individual with a strong customer service skill set and the ability to meet with clients, venues and suppliers.

Work alongside the CEO to deliver the client and employee marketing events and assist on all CEO's direct clients. Assisting with all projects the CEO is working on.

To act as a brand ambassador within House of Make welcoming guests and creating the ultimate experience; covering Guest Experience Manager during annual leave.

General Duties

1. Carry out day-to-day admin including answering emails, phone calls, completing quotes, invoices, estimates, contracts, letters and general paperwork etc.
2. Attend client meetings with and without the CEO and take notes, following up on all tasks.
3. Sales research.
4. Any other tasks as required by CEO.
5. Providing holiday cover for Guest Service Manager.

Marketing / Employee Engagement Events

1. Support to organise marketing and employee engagement events programme.
2. Help find and manage sponsors.
3. Assist with sourcing venues, products and suppliers and negotiating discount or contra deals for internal events.
4. Write event plans and supplier briefing documents.
5. Budget administration - including Purchase Orders, invoices, profit sheets and pricing negotiations.
6. Managing attendance programme,

Client Events

1. Supporting CEO with new client and currently client meetings for Make and HM where required.
2. Actioning follow up.
3. Researching the client.
4. Supporting on new pitch administration.

Essential Skills, Knowledge & Experience

1. Excellent Microsoft Word, Excel, PowerPoint and Outlook skills.
2. Entry level – Graduate or less than one year's experience in a venue or agency
3. Knowledge of Facebook, twitter, Instagram and linked in.
4. Excellent spoken and written English skills.
5. Highly organised with good time management skills.
6. Attention to detail is essential within this role
7. Ability to work with and without supervision.
8. Comfortable to work alone.
9. Flexibility.
10. Clean driving license and own transport that they would be able to use during work hours.
11. Basic knowledge of event venues within the UK

Further skills, not necessary but an advantage:

1. Knowledge of Office 365
2. Keynote
3. Pinterest / Tik Tok
4. Use of CRM system; HubSpot being an advantage.

Make Events Culture

- Think about Make Events brand values and apply this to everything you do
 - Magic Touches
 - Confidence
 - Get Stuff Done
 - Anything is Possible
- Support the company vision – to be the go to event partner for any event for the North-West household names.



- Take responsibility for your own learning and development, maintaining and improving knowledge of the events industry.
- Be fully immersed in the industry and enjoy all of the opportunities that it brings you.
- Follow the Make Events company ethos of work hard, be nice.
- Putting the client first and constant asking yourself 'what is my clients customer experience NOW?