

Campden BRI (Chipping Campden) Limited

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Campden BRI (Nutfield)

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Job Profile

Event Administrator Membership & Training

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department

The Membership & Training Department is part of the Knowledge Management Division and is divided into two separate sections, Membership and Training.

Campden BRI offers a wide range of training events to the food, drink and allied industries, held both at Chipping Campden (in purpose built training rooms) and at clients' sites both in the UK and overseas. The Training Section currently has 9 employees. The trainers are drawn from the other Campden BRI Departments, specialists from the industry and a small number of sub-contracted trainers.

Duties and responsibilities:

- To provide efficient and effective administrative support to the Training Section and Event Directors for training events and activities, and to the MIG Manager for the MIG Meetings.
- To handle enquiries with a view to maximising business development opportunities & client relationships.
- The maintenance and development of key administrative systems to support successful delivery of training events.
- Progressing client registrations (acknowledgement, database, invoice)
- Delivery of administration for training events (liaison with clients/speakers, materials, venue requirements etc)
- Effective communications within the delivery team and various stakeholders
- Resolving problems with both internal/external clients satisfactorily
- Providing effective cover on Reception as required

Qualifications and competencies

- Good standard of education (minimum of 5 GCSEs including English & Maths).
- Experience in a training or event administrator role.
- Sound commercial/business development awareness
- Fully proficient in the use of Microsoft Office and excellent keyboard skills
- Experience of Customer Relationship Management Database desirable

Key skills

- Excellent verbal & written communication skills with an ability to build a good rapport/relationship with clients
- Excellent organisational skill with an ability to work to deadlines and under pressure.
- Proactive, can do attitude, ability to sell Campden BRI training services.
- The ability to learn quickly and take on new tasks with the minimum of supervision.
- Ability to work independently and in a team

Pay and benefits

Salary:	Guide up to £20K
Grade:	G2
Holidays:	24 days plus public holidays and a holiday exchange scheme.
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk