

Events & Print Administrator

Salary: Dependent on experience and skills

Contract type: Permanent, part-time (3 days a week – flexible hours)

Location: Redhill, Surrey

Who We Are

Quartz is a leading organiser of B2B exhibitions and conferences as well as a publisher of market-leading business magazines and directories that truly support the industries they serve.

Quartz Group encompasses three companies: Quartz Business Media Ltd, Quartz Business Events Ltd, and Quartz Sequoia Events. The industries that Quartz currently serves include; Aluminium, Cleaning & Hygiene, Physical Activity, Glass, Oils & Fats, Steel, Tobacco, Vaping and Sustainable Manufacturing.

Our Values

We are more than just a workplace; we offer a vibrant community fuelled by a “family-like” ethos.

Our core values - trust, integrity, passion and teamwork – are the driving force behind everything we do, together with a relentless “can-do” attitude, an unwavering determination to succeed, and an unyielding focus on prioritising our customer’s needs.

Our Offer

Working at Quartz is an exceptional opportunity for ambitious and passionate individuals. Our entrepreneurial business model creates an exciting and fast-paced environment where every idea is valued. We offer a supportive atmosphere perfect for career growth, with a professional yet flexible working environment that encourages and rewards hard work and commitment.

We have a hybrid working arrangement, with 3 days in our office in Redhill and 2 days working from home. Alongside this, we offer the option to choose your preference in working hours; 8am-4pm, 8.30am-4.30pm or 9am to 5pm, to what better suits you.

Not only that, but we are proud winners of the Exhibition News Awards “Employer of the Year” for 2024!

Our culture is second to none, with a friendly and approachable team waiting to welcome you! To hear from our team on what makes Quartz so great, visit our website: [Quartz Business Media | Our people & culture \(quartzltd.com\)](https://www.quartzltd.com/our-people-culture).

The Role

As Events Administrator you will provide full support across two portfolios with the administration of their events to ensure a positive delegate experience, on a part-time basis.

We are looking for an Events & Print Administrator who is extremely well organised, numerate, with a good understanding of Microsoft Office as well as excellent interpersonal, communication and administrative skills to join our team.

Core Responsibilities

- **Daily Duties:** Support with daily tasks as guided by the Event Director's to ensure the functionality and coordination of the department's activities.
- **Query Handling:** Delegate queries both electronically, over the phone and in person promptly to ensure a high standard of customer service.
- **Team Collaboration:** Work closely with our Marketing team and Operations team to ensure a smooth running of events.
- **Data Management:** Working alongside the Accounts team to ensure all invoices and charges are captured correctly in the CRM.
- **Admin Support:** Organising and printing to ensure that all collaterals are ready for events.
- **Event Support:** Assist with event preparation and onsite at events as required.
- **Strong Output:** Ensure high levels of care and customer satisfaction regarding the sector.
- **Ad-hoc Duties:** Undertake any other duties as requested.

Key Skills

- **Development Opportunities:** Keen to spot opportunities to improve internal processes and a drive to continuously improve your skills.
- **Collaboration:** Able to work effectively as part of a team, collaborating with colleagues across departments.
- **Communication:** Exhibit strong communication skills – both written and verbal.
- **Stakeholder Management:** Great interpersonal skills, with the ability to build relationships with stakeholders as required.
- **Organisation:** Able to demonstrate strong organisational skills and an excellent attention to detail is key.
- **Pressure Handling:** Ability to thrive in a fast-paced environment and remain calm under pressurised situations.
- **Professional Standards:** Professionalism and an overall positive attitude.
- **Flexibility:** Able to accommodate extended working hours as needed around key show times.

Experience

- **Experience:** Some experience working in an office environment is advantageous.
- **Education:** Educated to degree level/qualification is a bonus, but not mandatory.

Interested in this position?

Please send your CV and a cover letter to careers@quartzltd.com. We look forward to hearing from you!