

JOB TITLE: Project Manager**£ negotiable**

First Network is one of the UK's leading live events production and AV hire companies. With more than 25 years' experience, we have an outstanding reputation for design creativity, customer service and reliability. Our dynamic and experienced teams successfully deliver more than 250 events a year, ranging from conferences and awards events to product launches and press conferences, across the UK and overseas.

First Network offers full event logistics and production services as well as venue sourcing and a thriving AV Hire business.

We have a loyal following of long-standing clients and are very proud of the strong relationships we have built.

Our huge warehouse in West London houses an impressive inventory of the most up to date AV technology. It's all maintained and serviced by our dedicated in-house team.

JOIN US

Our client base is seeing some exciting growth. We are dedicated to maintaining our first class standards and are looking for an outstanding individual to join the team.

First Network is a great place to work, we really value our colleagues with a range of benefits.

This is a fantastic time for the company and we are now looking for a Project Manager to join the team and support our growth.

THE ROLE

As Project Manager you will be responsible for the global delivery of a range of projects from brief through to delivery.

Key responsibilities will include:

- Managing events from brief through to delivery
- Acting as a central point of client contact
- Developing proposals and event solutions
- Organising full event logistics
- Contracting and managing suppliers including venues
- Overseeing the delegate registration process
- Managing event budgets
- Attending the events and being the main point of contact



THE CANDIDATE

To be considered for this position you will have experience in managing a range of large scale events from brief/conception through to delivery. We are looking for candidates with experience in client management and production. Candidates must be confident client facing with the ability to manage multiple projects at any one time. Experience of briefing and managing suppliers is also key.

INTERESTED?

Send your CV with a covering letter to careers@firstnetwork.com

Please note, a valid driving licence is essential.

We look forward to hearing from you.

Check out our website for a taste of what we have done and what you can look forward to by being part of our team.

www.firstnetwork.com