



## **Event Coordinator**

### **Location: UK or Ireland**

#### **About TM Forum:**

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

The Event Coordinator will report to Managing Director, Events, Research & Media, and work closely with members of the Research & Content, and Events team, as well as other colleagues, our members and customers around the world. This is a challenging position for a highly organized, self-motivated individual, used to managing their own time.

The successful candidate will need to demonstrate their ability to balance priorities, deliver excellent customer service, accommodate working with colleagues and customers in different time zones, competence at using several software packages (and the ability to learn new ones), plus keep track of multiple work streams.

#### **Specific Responsibilities:**

- Overseeing and chairing regular event calls for all events and other team meetings.
  - o Documenting Minutes / Actions and follow up
    - Making sure all parties are following KPIs, tollgates and other timeline deliverables
  - o Complying slides around KPIs and RAG items for calls or general reporting
- Salesforce report management.
  - o Compiling sales trajectory analysis
  - o Customer spend analysis
  - o Product profitability
  - o Being support for order processing
- Organising and overseeing Event Core Quarterly Meetings
  - o Including organising venue and booking rooms
  - o Documenting Minutes and actions
  - o Slide accumulation
- Support MD with travel arrangements, expenses, diary management for group meetings.
- General administration including compiling financial data for reporting.

**Skill requirements:**

- Prior experience working with a geographically dispersed and a diverse cultural team together with working under own initiative is preferred.
- Proficient in Microsoft, PowerPoint and Excel
- A minimum of 3 years experience in working in events, ideally in Business to business events
- Good understanding of Salesforce, sales reporting, sales administration
- Strong administration skills
- Confident communicator with comfort in working with all levels of a team
- Ability to travel occasionally

For immediate consideration, please email your resume to [recruit@tmforum.org](mailto:recruit@tmforum.org).

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