

French Speaking Delegates Relations Executive

Open Door Media is a financial services media company that works across a range of products and services. Our main focus is the events part of the business which includes conferences all around the world. We run approximately 30 events per year, ranging from morning roundtables to three day long residential summits. We have a modern office in Old Street and the company has a family feel being only 25 people strong.

Find out more: <http://www.odmpublishing.com/>

Open Door Media Publishing has recently being bought by the UK publisher Incisive Media, well known for its presence in the UK financial services sector. This highly complementary acquisition will benefit audiences, such as the fund selector community served by InvestmentEurope, as well as asset management businesses looking for distribution both in the UK and across the Continent.

For more information <https://www.incisivemedia.com/>

The role

We are looking for a Delegates Relations Executive with excellent communication skills and a strong knowledge of financial markets and investment to work as part of a European team. We are looking for a French speaking candidate, who is fluent in English and ideally with a third European Language.

Responsibilities

- Building relationships with fund selectors to attract them to the Frabelux forum and Pan-European events
- Ensure delegate numbers are met for all events
- Extend the network of senior Investment professionals by researching new potential delegates in France, French-speaking Switzerland (Romandie), Luxembourg and Belgium.
- Keep CRM data up to date
- Conducting research trips – meeting with the delegates, compiling ideas/trends, promoting Open Door Media's events and developing knowledge to use to highlight areas for potential projects
- Attending events to meet with the delegates you have recruited and further expand on the relationship
- Working closely with the sales and editorial teams with an aim to give the delegates an excellent experience with Open Door Media

Requirements

- French to native standard and English to business level (plus ideally 1 other language)
- Excellent communication skills via phone and email
- Confident communicating with senior level professionals
- Great organisational and time management skills
- Flexibility to travel
- Knowledge of financial markets and investment
- Confidence to network and build strong relationships with senior level decision makers

The person

The ideal candidate should be enthusiastic, outgoing, an excellent communicator and always strives to achieve goals.

What do we offer

- Competitive salary 25k + 5k OTE
- Opportunities to travel
- Life assurance
- Pension contribution
- 25 days holiday per annum + 1 extra day for every year after 3.
- Access to season ticket loan
- Cycle to work scheme
- Employee Benefits Platform

Does this sound interesting to you?

Send your CV today to: Vanessa.Orlarey@odmpublishing.com