

# Conference Partners International

Conference Partners International, an award-winning company, is an international leader in the global event and conference industry. We have over 23 years of experience managing international and national conferences; operating globally, we have offices in Ireland and the UK and deliver an incredible experience for our clients and their delegates.

## Our Core Values:

**People:** We are a team of experienced and passionate people who care

**Innovation:** Our creative genius sets us and you apart

**Partnership:** Relationships and trust are important to us

## Our Brand Promises:

A comfortable environment of financial and reputational security

Global credibility & visibility

An intimate & inspiring environment for learning

We believe that our people are central to our success. We place great importance on teamwork and forging lasting relationships as a company. As a result of proactively securing a large amount of business for Ireland in the coming years, we are expanding and growing our company, and the following position is available.

Successful candidates will join a highly creative, passionate, and results-driven team. Strong interpersonal skills and exceptional support skills are essential to creating the right environment for the team to succeed.

To excel in this role, you will enjoy working in a fast-paced team environment, have excellent people skills, and be comfortable managing conflicting priorities and tight deadlines.

## CPI Business Operations Coordinator

Reporting to the Chief Operating Officer, our Business Operations Coordinator will handle day-to-day activities that enable business processes and functions to run smoothly. The role requires exceptional organisational, time management and project tracking abilities, as well as strong communication skills.

More specifically, they will:

- Proactively engage with the business to increase the team's understanding of the evolving business information requirements and systems.
- Foster and encourage compliance through internal controls, including policies, procedures and delegations, to manage how decisions and actions are undertaken to achieve CPI's objectives.
- Coordinate and participate in organisation-wide change management initiatives which have implications for performance in the operations/sales functions
- Provide administrative support to the COO and Senior Management Team as assigned
- Responsible for maintaining various processes and guidance materials on different business functions, including HR and resourcing, research support, financials, data management and communication
- Ensure accuracy, integrity, and timeliness of all financial accounting and reporting
- Travel Management including organising transport, preparing travel itineraries, collating briefing documents for meetings and expense processing.
- Coordinate staff training and development efforts, including creating training plans and materials and conducting training sessions on business systems
- Maintain employee records and coordinate onboarding activities.
- Plan and coordinate company events such as team days, trade shows, and conferences.
- Coordinate meetings, including preparing and distributing agendas, minutes, proposals, cost estimates, and briefing documents for internal and external meetings.
- Maintain productive and collaborative relationships with venues, suppliers, destinations and convention bureaus
- Liaise with suppliers – hotels, venues, transport, restaurants and activities etc. to develop our supplier register
- Compile detailed and accurate budgets to accompany business proposals and financial submissions

- Participating in networking events, trade shows and forums
- Undertake data updates and perform system administrator functions, ensure data integrity through continually monitoring and improving data quality and standards, develop and document standards and processes, and ensure records are up to date.
- Assist with confidential and sensitive situations and legal documents with diplomacy and discretion.
- Champion CPI's culture by fostering an environment of teamwork, professional development and empowerment, creating an environment that demonstrates behaviours consistent with our values.

## We look for candidates who are:

- Ambitious; competitive, self-driven, self-motivated, goal-oriented, and confident
- Passionate; passionate about the work you do, and that excites and inspires others
- Poised; able to thrive under pressure and deadlines and can manage multiple projects simultaneously
- Confident and Self-Assured; Isn't daunted by the task of leading projects and taking responsibility for their success
- Intuitive; you know how to access the key players and create the trust relationship to generate new leads across multiple sectors.
- Curious: You strive to know the client and the industry – The 'What, Why and How' of their strategy and tactics
- Ingenuity: Finding creative ways to solve problems and create opportunities
- Fearless: Acting with confidence and without fear of failure
- Quality: Taking pride in the craft and the robustness of our output
- Collaborative: Finding a rhythm in working with other people makes 'we' a lot stronger than 'me.'

## Skills Required

Highly organised, with a love for systems and detail, we are looking for candidates with a minimum of 2 years of experience in a similar role with demonstrated experience in providing support at an executive level. Excellent communication, planning and presentation skills, strong financial acumen, and an ability to tailor their approach to the audience and desired outcome are prerequisites.

A vital element of the role will be the back-end management and configuration of CPI's business systems monday.com, salesforce and HR Locker, establishing dashboards, workflows, and reports.

The candidate must be hard-working, committed, a team player, ability to work on their initiative.

- Ability to quickly build and grow effective relationships with internal and external stakeholders
- Resilient, enthusiastic team player with a willingness to learn
- Imaginative problem solver
- Strong creative writing skills & budgeting ability
- Attention to detail is paramount.
- Self-motivated and able to work effectively both independently and as part of a team
- Awareness of international cultures and their differences/expectations
- Ability to work to multiple competing deadlines

## 10 Reasons to Work for CPI

- 👉 Our people are our brand; work for a company with a culture of developing talent and recognising employee worth.
- 👉 World-class learning and training opportunities and a mentor programme to ensure your personal development needs are met.
- 👉 Several departments within one company offer multiple opportunities for career growth.
- 👉 A diverse and inclusive workplace with employees from all over the world and various professional backgrounds.
- 👉 Global opportunities with employees encouraged to work across borders and explore new destinations.
- 👉 Network and build relations with the most influential in the industry at national and international events.
- 👉 Early finish on the last Friday of the month
- 👉 Our Birthday present to you is a day off



If this sounds like the perfect role for you, and you are the perfect candidate for us, get in touch! Send your CV and Cover Letter to [caroline.stanners@conferencepartners.com](mailto:caroline.stanners@conferencepartners.com).