



EVENT & COMMUNICATIONS MANAGER

The British Chamber of Commerce is looking for a new Event & Communications Manager. The ideal candidate is proactive, has excellent verbal & written English, previous experience in communication and event management, ability to multi-task and take responsibility in challenging situations and a strong attention to detail and the ability to master BCCH Member interaction. Our new colleague will create, implement and oversee communications programmes, be it internal or external both in Hungarian and English, that effectively describes and promotes the organisation and its events on the website, social media pages, and newsletters; will receive instructions from the BCCH Executive Director and Council / Executive Committee (especially from the Chairman), and is supervised by and reports to the Executive Director. Their duties include but are not limited to the management of BCCH events and communication-related matters, as well as certain administrative tasks. Please find the tasks more detailed below:

Events

- Keeps event calendar up-to-date
- Organises Chamber events (venue, catering, keeping contact with partner(s), organising sponsorship, managing related agreements and contracts)
- Keeps contact with sponsors (agreements, logos, material, etc.)
- Prepares material and necessary equipment to bring to the venue
- Supervises execution of events on the spot, co-ordinates programme (including speeches, raffle, etc.)
- Keeps contact with the main organiser regarding event details in case of joint events
- Answers incoming offers from conference organisers, media partners, etc. regarding partnership offers, negotiating details of partnership, making sure agreed conditions are met on both sides

Communication

- Manages Facebook, LinkedIn, Twitter, and YouTube accounts
- Manages website content (invitations, event reports, photos, news, etc.)
- Running online marketing campaigns occasionally with Google AdWords and our social media sites
- Prepares and sends out invitations and event update emails
- Manages electronic newsletter (contents, collection and preparation of material including writing articles, sending all material to editors, supervising testing and sending)
- Prepares the BCCH Yearbook under the supervision of the Executive Director (getting quotes from printers, keeping contact with and supervising work of graphic designer, writing material, proofreading, sending out advertising letter; recruiting advertisers)
- Prepares and keeps PR material for the Chamber up-to-date (introductory documents, presentations, etc.)
- Keeps contact with and collects material from advertisers (Yearbook, e-newsletter, website)

If you are interested in the position and think that you can meet our expectations, please send your CV and cover letter to bcch@bcch.com in English.

Please note that applications without a cover letter will not be considered.