# Project Co-Ordinator

# Job Description

We currently have a requirement for an Assistant Project Manager to join our team at Horizons by TPG

**Who we are and what we do:**

Horizons by TPG is a top Destination Management Company based in Dublin, part of the international Tour Partner Group with offices based in London, Edinburgh, Copenhagen and San Francisco.

Since 1989 we have organised a large variety of International Conferences, corporate meetings, product launches and high end Incentive programmes. Our previous clients include market leaders from all industries ranging from Pharmaceutical to Banking, Motoring and Technology.

We operate across the whole island of Ireland with all its diversity. Our trusted relationships with hoteliers and other suppliers ensure that we can create world-class events for the demanding MICE sector. We have a multilingual team, always up to date on what is new and exciting in Ireland and what makes Ireland a special destination.

**Job Description:**

To assist the Project Manager with daily tasks that are required to handle MICE groups from conception through to operations and final account reconciliation. You will be reporting to the Senior Project Manager.

This will involve some or all of the following activities:

* Assist in the coordination and servicing of MICE Groups, site inspections and Fam trips
* Assist in creating PowerPoint proposals and Excel costings from a given template
* Supporting the events manager with logistical and administrative support
* Contact by email or by phone suppliers to enquire availability, rates, confirm bookings and services, and request invoices
* Update social media platforms
* Update our current CRM platform with new clients and suppliers data
* Assist in the maintenance of our database (including our price grid, venue decryptions and library)
* Some overtime evening and weekends may be necessary

Candidate Requirements:

* Bachelor's Degree / higher education qualification / equivalent in hospitality or related field
* Excellent Computer literacy - Proficiency in MS Office especially PowerPoint and Excel
* Previous experience working in a DMC, events company or similar environment advantageous
* Full drivers licence is an advantage
* Ability to carry out various tasks efficiently
* Ability to comply with instructions
* Ability to work under pressure effectively
* Proven ability to pay attention to details
* Team player
* Flexibility in day to day job demands, remain focused when priorities and practices changes
* Be clear, concise and professional in all communications both written and verbal
* Be resourceful and creative when faced with obstacles
* Ability to follow up and see project through to completion
* Adhere to deadlines
* Take ownership for assigned responsibilities
* Genuine, approachable and enthusiastic
* Ability to take full ownership for specific task or project

**Irish Horizons is a great place to work:**

Join us to become part of one of the most respected companies in the MICE sector. Applying best international practices, Irish Horizons offers:

* Excellent work environment in a modern office based in Sandyford, close to the Luas, bus routes and M50 (Luas Tax Saver Ticket Scheme in place)
* Flexible working hours, time off in lieu for working onsite at events
* An active social scene involving team outings, activities & social evenings
* Potential for career development within the company across a variety of departments in Dublin, London, Copenhagen & San Francisco
* The opportunity to participate in a variety of industry networks and associations
* Ongoing training investment in the individual to help them reach optimum personal outcomes in their job and in the company
* Friends & family hotel discounts
* A diverse workplace with co-workers from a variety of nationalities and professional backgrounds

**Candidates must be available in Dublin for face-to-face interviews over the coming days.**

All CVs received will be treated in the strictest confidence.