

Position: Events & Communications Executive

We are growing the marketing team at Industrial Physics and looking for an Events & Communications Executive to join our small-but-effective, remote team.

About us

Everything starts with an idea, but then what? Here at IP, we build test and inspection solutions that transform great ideas into exceptional products that people all over the world use every single day.

Our job is to make sure the fries stay crispy. The raincoats stay waterproof. The jet engines can handle the pressure at 32,000 feet.

When you build your career with us, you not only protect the integrity of the world's leading brands and manufacturers, you also have a positive impact on real-life, everyday moments.

This role will report into the Global Director of Marketing, and you'll be an incredibly organised and proactive individual with the ability to drive our message and purpose throughout all our communications. It's a varied, challenging and exciting role that will help drive our events and communications to the next level

The responsibilities of this role include:

- Events
- Creating and project managing digital live events and webinars
- Support with IP-own event organisation linking to campaigns (i.e., virtual round table)
- Full management of around 25 exhibitions around the globe – some tabletop events through to large stands at a ten day event including budget management, communications, organisation, debrief and analysis

Internal Communications

- Support internal newsletters
- Support quarterly Townhalls
- Drive employee engagement through internal communications tactics
- Communicate out event and external communications information via Yammer

External Communications

- Creation of brochures, product sheets, videos, assets to drive our go to market strategy by industry
- Creation of industry presentations for sales usage
- Management of assets library
- Creation of communications programs to develop relationships with existing accounts

Knowledge & Experience:

- Similar experience in B2B company required (multi-brand company preferred)
- Experience in events management
- Experience in marketing communications, with excellent written skills
- Collaborating with cross functional marketing and product teams
- Experience in art-working and content creation

Skills:

- Design - some experience using Adobe creative suite for video and photo editing.
- Using design software to create and update collateral.
- Meticulous with detail
- Excellent time management skills and ability to meet fast-paced deadlines.
- Results-oriented with a strong attention to detail
- Excellent communication skills
- Ability to prioritize and multi-task.
- Ability to work independently and as part of a team.
- Creative with a customer-service mindset
- Native English speaker, second language a plus

Think you are a great then please send you CV and letter of application to kmann@industrialphysics.com