



Fullcircle

# Job Advert for Full Circle Events & Exhibitions

## Role: Project Manager

### a Little bit about us

Full Circle Events is a highly experienced exhibition stand contractor with offices across the UK. We are proud to build some of the biggest and best exhibitions throughout the UK and Europe.

With years of experience, we offer full exhibition builds, custom stand solutions, graphics, and exhibitor enhancements. From our bases in London, Yorkshire, Manchester, Scotland, and the Midlands, we work closely with event organisers, venues, and exhibitors to create impactful and memorable events.

### What we do

At Full Circle, we live by our core beliefs, which shape our day-to-day operations and relationships:

- **Our Fun Purpose:** We want everyone to enjoy what they do- It's why we do what we do
- **Our Fearless Mission:** Bring out the BEST in us all, whatever the situation.
- **Our Vision of Camaraderie:** There's no limit to what we can achieve when we work together.
- We are proud to be a bunch of **born collaborators** and we promise the Full Circle experience will be both rewarding and collaborative.

Our collaborative team approach ensures that every project is rewarding and enjoyable for everyone involved.

### Our Culture

Our company values drive everything we do, and just like us they are very **REAL:**

- **Real:** Be authentic and genuine in your approach.
- **Expertise:** Demonstrate excellence in everything you do.
- **All In:** Fully commit to your role and team.
- **Loyalty:** Show loyalty to our values and the team.

We believe in supporting the company's vision, taking responsibility for learning and development, and constantly striving to improve skills and knowledge.

### about the role

We are looking for an enthusiastic Project Manager to join our dynamic team. In this role, you will:





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- Liaising with all external suppliers, negotiating rates and placing orders for items such as furniture, audio visual, venue services and bespoke elements.
- Liaising with the production team to ensure relevant paperwork and information is submitted, to include production drawings, job specification and references.
- Working to tight deadlines to ensure all information is submitted to relevant teams in a timely manner.
- Acting as main point of contact for all contractors and teams working on a project
- Ensuring folders, sign off documents and feedback forms are ready for site.
- Working with the design team to analyse production drawings and makes changes to projects as per the clients or productions request.
- Working closely with the Head of Projects to forward plan for future months to monitor resource and capacity of the team.
- Writing up health & safety documents to include method statements, risk assessments and construction phase plans.
- Attending handover, pre show and post show meetings.
- Additional admin duties such as preparing production files, emails and assisting the wider team with necessary tasks
- Working closely with the Sales Director to actively seek repeat sales opportunities within their client relationships for organic growth.
- Successfully managing the relationships with all stakeholders, internal and external.
- Using finance software to raise any relevant purchase orders, monitoring spend on projects and raising invoices where necessary.
- Monitoring the profit and loss performance of all projects and having a strong commercial awareness
- Producing post show reports with both internal and external stakeholders to maintain professional standards and encourage improvements where needed.

## General Requirements

- Willingness and ability to travel within the UK and overseas if required.
- A flexible approach to working hours.
- Ability to work collaboratively in a diverse and inclusive team environment.

## What we're looking for

The ideal candidate will have:

- Minimum 3 years' experience working within a similar projects or events/exhibition role
- Awareness of Health and Safety procedures and standards within the events industry
- Experience working in a commercial environment with knowledge of profit and loss reporting
- Track record of successful project delivery, production management in previous roles.





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- Highly organised, ability to continuously prioritise and work effectively under pressure.
- Experience in managing multiple delivery teams in a very fast paced environment.
- Knowledge of industry practices, principles and procedures
- Ability to operate in a change environment with emphasis on driving change.
- Understands and champions the continual improvement cycle of business operations.
- Ability to build strong relationships and to work in a team culture.
- Client and service delivery focused with strong attention to detail.
- Self-motivated and results driven.
- Excellent communication skills both verbal and written.
- Contract management and negotiation skills

## What You'll Get in Return

By joining Full Circle, you'll become part of a team that values collaboration, creativity, and growth.

## We Offer:

- A competitive salary.
- Exciting opportunities to work on high-profile exhibitions across the UK and Europe.
- Professional development and career growth.
- A supportive, collaborative team environment.
- Mentoring opportunities.

## How to Apply

Ready to be part of a team where there's no limit to what we can achieve together? We'd love to hear from you!

Please send your CV and cover letter to [sarah.copas@fullcircleeventsltd.co.uk](mailto:sarah.copas@fullcircleeventsltd.co.uk) by Friday 28<sup>th</sup> Feb 2025

***Join Full Circle Events & Exhibitions and bring your talents to a company where your contributions truly matter!***

