



OVERVIEW

Job Title	Event Coordinator
Purpose of Job	Showcase PPM at events in the UK and internationally
Location	Watchfield, Nr. Swindon, Wiltshire, SN6 8TY
Reporting to	Brand Experience Manager – Cat Launchbury

JOB DESCRIPTION

Are you organised, enthusiastic, and looking for a prosperous career in events with plenty of scope for growth? Join PPM as our Event Coordinator, where you will showcase PPM at exhibitions and trade shows both in the UK and internationally, to raise awareness of our brand and attract commercial interest.

As a natural team player who loves variety, you will collaborate with colleagues from all areas of our business to help set objectives for each event, plan all the necessary elements end-to-end, be the go-to colleague on the day, and ensure our commercial teams maximise the opportunities following the events.

You will join PPM's Marketing team at an exciting time of positive change, and have opportunities to work with new visual brand and messaging – helping set the new standard – and trial new approaches, all with the objective of growing demand for PPM.

Your input will be a crucial part of our success, and you will have the support of your line manager and the wider team to develop this role and your skills to suit.

RESPONSIBILITIES

- Plan and execute a seamless, successful exhibiting experience for PPM at a variety of trade shows and conferences, including coordination of logistics, suppliers and shipments alongside the Brand Experience Manager, Marketing team, and PPM team.
- Build relationships with suppliers to ensure orders are completed and delivered smoothly, and at the best price.
- Promote PPM's event attendance, creating copy / content / imagery, and utilising the most effective and appropriate channels and formats.
- Organise the marketing storeroom and support with (un)packing event shipments.
- Organise PPM's internal events, eg Summer and Christmas parties.
- Report on key metrics for your areas of responsibility, and analyse findings to support future evidence-based decision-making.
- Adhere to the event budget, ensuring cost-effective decisions and value for money in line with relevant policies and guidelines.
- Upkeep your administrative duties, eg expenses, time management, logistical admin.

PREFERRED SKILLS AND EXPERIENCE

- A qualification and/or experience in event organisation.
- Experience in a marketing department.
- Knowledge of Microsoft Office, and email / website / social media platforms.
- Strong written and verbal communication skills.



CHARACTER

- A positive, proactive team player with a can-do attitude.
- Highly organised, adopting a methodical approach with thoroughness and accuracy.
- Hands-on, willing to do both administrative and practical tasks, eg packing, setting up.
- An assertive communication style, confidently handling colleagues and suppliers.
- Remain calm under pressure, problem-solving and adapting when needed.
- Inquisitive to learn about PPM's technical offering.
- Willing to travel internationally.
- Committed to ongoing learning and development.

ABOUT PPM

Pulse Power and Measurement (PPM) supports engineers to solve some of their most challenging issues. We design and manufacture products and systems that transport RF signals over fibre optic networks to keep critical infrastructure in peak operation, for industries such as Defence, Satcom, Broadcast, Energy, and Public Safety. We also supply high performance power electronics components and systems to similar industries.

As a business founded 30+ years ago, we have deep expertise in our areas of specialism, yet we retain agility and entrepreneurial spirit as a scale-up. In 2021, the business was bought by BAE Systems, and our team benefit from the best of both a growing SME and the backing of such a large, established business.

WHY JOIN PPM?

People are the most important part of our business. We allow you the freedom to be innovative, while providing an environment for you to contribute to and be a part of PPM's future. Accredited by Investors in People, we invest in your career path, and this learning culture is embedded in our company values.

You will be based in our HQ in Watchfield, nr Swindon. It is easy to commute to, with free parking on site. If you are looking for the opportunity to develop your events career, apply today!

For our Privacy Notice for Job Applicants please see our website