



JOB DESCRIPTION

We are looking for an experienced Events Executive to join our Marketing team and help achieve our goals. You will be working on a variety of B2B events for our four business lines, targeting different markets, globally. Your input, drive and enthusiasm will be a crucial part of our success.

This is a great opportunity to join an 'Investor in People – Gold' company that wants to see you succeed and offers you the chance to learn and grow.

Job Title:	Events Executive
Purpose of Job:	Supporting PPM's event presence and marketing across a number of business lines
Location:	Watchfield, Nr. Swindon, Wiltshire SN6 8TY
Reporting to:	Marketing Manager

RESPONSIBILITIES:

Supporting the business in its event attendance, whether with a stand/booth or where the sales team attends on foot as a visitor or delegate.

- Managing the creation of stand graphics
- Promoting our event attendance through social media campaigns, website imagery, email footers, email invites and more
- Agreeing on products for display at shows and managing the show shipments
- Attendance of some global shows
- Booking furniture and utilities etc. for stands
- Creation of supporting written content; from profiles to press releases
- Creation of point of sale for display
- Supporting our show attendees with registrations, travel and general information etc.
- Post-show reporting and adding leads to the CRM
- Other marketing activities, such as website updates, product launches and data analysis
- Management of the marketing store room

SKILLS/EXPERIENCE

- 3+ years' experience in events or marketing, ideally B2B
- Excellent time management skills and the ability to meet tight show deadlines
- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Ability to multi-task and to work under pressure

PERSONALITY/CHARACTER:

- Passion for the marketing profession and its best practices
- Can do attitude
- Hands on – prepared to get stuck in with everything



Why work for PPM

What we do

PPM invents new technology that converts RF signals into light. We make a range of products and systems that transport RF signals over fibre optic networks, as well as designing our RF equipment and other technologies, such as antennas and software defined radios. The products are used in satellite ground stations, broadcast applications, data centres, testing environments and secure communications networks, amongst others. One part of the company sells products into a range of high power and physics applications. We are also designing new products for efficient power conversion as needed in the evolving renewables energy sector.

Who we are

PPM is a fast growing company benefiting from being active in growing markets and also significant investment into its development programs. Join us and you can be a part of this.

There is a true entrepreneurial spirit at PPM that has been at the heart of our successes so far. We allow people the freedom to be innovative while providing the environment for them to contribute to and be a part of the company's future. People are the most important part of our business, we invest in everyone's personal career path. Professional development is a priority and our learning culture is embedded in our company values.

Some benefits of working at PPM

- PPM offers an environment where your contributions are valued and recognised. We have a small business culture, with the security of large PLC ownership.
- We operate from bright modern offices, laboratories and manufacturing spaces. We are constantly investing in these.
- We are a sociable business and have regular team gatherings and whole company events. We offer an unlimited supply of tea and coffee at work.
- We also offer a good work life balance with a generous leave policy and flexibility over daily start/end times and an early finish on Fridays.
- There is a pension scheme that PPM contributes towards, helping you to save for the future.
- You can become a shareholder through the Share Incentive Scheme, with matched contributions from the company.
- A cycle to work scheme operates saving you money on a new bike.
- An employee assistance program is also available.

This role is based near Swindon in Wiltshire. It is easy to commute to, with free parking on site. If you are looking for the opportunity to take your marketing career to the next level, please contact us.