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| **Job Description - Project & Event Executive** |
| **Company Profile** |
| Plan Bee is the fastest way to make a natural positive impact in your local environment.  Plan Bee Ltd specialises in the successful implementation of sustainable business plans and the production of ethical honey. The main activity is to increase the amount of bee hives in the UK through businesses, communities and individuals which has a hugely beneficial impact on the biodiversity and local environments.  We help our clients make their organisation environmentally and ethically friendly. Our clients large and small such as Glasgow City Council, Two Fat Ladies restaurant and Balfour Beatty understand that their businesses are 100% dependent on the environment for the future growth of their companies.  Plan Bee has also won a series of awards such as the Glasgow Business Awards 2013 for Green Champion. |
| **Key Responsibilities and Skills Required:** |
| The Project & Event Executive will have to manage different sort of projects run on behalf of Plan Bee Ltd including writing and processing applications for funding; contacting schools, councils and companies; planning and delivering events; organising and attending school talks; delivering communication strategies of projects in collaboration with the Marketing Executive; working closely with CEO and Marketing Executive.  The post holder must be able to demonstrate the following:   * Experience in Project/Event Management * Excellent copywriting skills * Possess presentation skills; written and verbal * Natural organisational skills * Proven interpersonal and negotiation skills both face to face and over the telephone * Exceptional attention to detail and proofing skills * Fully computer literate and experienced in using Word processing, Excel, PowerPoint, Adobe (PDF) * Proven strong creative skills * Good budget management skills |
| **Qualifications Required:** |
| * Graduate in Project/Event Management, Business related, Marketing, and Sustainability * Must be eligible for [Commonwealth Graduate Fund](http://www.glasgow.gov.uk/index.aspx?articleid=3041) |
| **Aptitudes:** |
| * Highly motivated, energetic and capacity for hard work within a goal-orientated environment * Enthusiastic team player but able to work independently * ‘Can do’ and positive attitude * Ability to prioritise, work well under pressure and adapt to new situations * Able to work successfully across the team and build relationships * Confident and well presented, trustworthy with confidential material |
| **Any Additional Requirements:** |
| * A desire to develop a career in Project/Event Management * Knowledge of sustainability * Interested in the environment |

If you wish to apply, please send you CV + Cover Letter at [buzz@planbeeltd.com](mailto:buzz@planbeeltd.com)

If you know anyone who might be interested please forward our details on to them.

Please do not hesitate to contact us for further information

Warren Bader

CEO, Plan Bee Ltd

[www.planbeeltd.com](http://www.planbeeltd.com)