


## **Event Specialist & Administrator (Freelance / Contractor)**

 **Location:** Remote (US or UK)

 **Contract Type:** Freelance/Contractor

 **Compensation:** \$20-\$30 p/h

### **About Avva Experience**

Avva Experience provides the very best **virtual, hybrid, and in-person experiences** for corporate team-building, celebrations, and events. With hundreds of handpicked options, we're committed to being **#1 for choice and quality**.

Founded in **2018**, we're rooted in the science that shared experiences **build connections and promote happiness** in people. We now operate in both the **UK and US**, trusted by **2,000+ companies**, including Google, Amazon, TikTok, Deloitte, and BlackRock.

### **The Role**

We are looking for a detail-oriented **Events Specialist & Administrator** to support our events team during our busy Q4 period and beyond. Your focus will be on managing events and liaising between clients, our core team and suppliers to ensure events are delivered successfully. Your primary responsibilities will be:

- **Managing events from post-sale to completion**, coordinating with clients and suppliers to ensure deadlines are met
- Providing an **outstanding level of timely customer service** to our clients
- Responding to both **client and supplier queries**
- **Managing event logistics** such as sending out event links on time, coordinating deliveries to clients and more
- Generating **event confirmations** to send to clients & suppliers

### **What We're Looking For**

As well as the responsibilities highlighted above, we're looking for someone with the right skillset and attitude to succeed in a young and fast-growing business. Ideally, you will:

- Provide **excellent customer service**
- Familiar with **G-Suite applications** in particular Gmail & Google Sheets
- **Work methodically** and accurately
- Have an appetite to **learn quickly**
- Enjoy the **fast-paced** nature of a small business in the world of events
- **Ask lots of questions**

### **Compensation**

- \$20-\$30 p/h for training

### **How to Apply**



Please email the following to **careers@avvaexperience.com**, including the job title in the subject line:

1. Your CV.
2. A cover letter.

We can't wait to hear from you! 🚀