

Event & Sales Coordinator

Job Purpose

To assist in the development, co-ordination & execution of the business' events, corporate, social, wedding & group tour offering whilst maintaining all company policies.

Personal Qualities

- Positive outlook
- Self-Motivated
- Reliable
- Good Communicator
- Able to get on with others & team player

Key responsibilities

- Assist in identifying and investigating new ways to grow the National Brewery Centre's events programme, corporate, social, wedding and group tour offering
- Assist in the delivery of the events programme
- Co-ordinate all client social, corporate, wedding & group tour bookings
- Market and create awareness for the National Brewery Centre's events programme, corporate, social & group tour offering through the use of social media, e-mail blasts, key offers and face to face promotion
- Conduct site show rounds to showcase our venue to prospective bookers
- Attend wedding fayres, trade shows & networking events to promote the business
- Build strong relationships with existing clients to drive repeat business
- Ensure all service standards are maintained
- Ensure the department as a function, delivers the minimum Core Standards as set out by the General Manager & Planning Solutions
- Carry out instructions as given by your line manager, General Manager and Head Office

Legal Responsibilities

- Ensure all areas of responsibility are clean, presentable and safe at all times
 - Ensure all team members are aware of their responsibilities relating to food safety legislation
 - Ensure that while you undertake your role you abide by the Health and Safety at Work Act 1974 and safe systems of work appropriate to your role.
 - In use of company nominated chemicals, it is your responsibility to comply by COSHH.
 - Understand the importance of adhering to company policy with reference to Hazard spotting, first aid reporting, and reporting accidents.
 - To have a complete understanding of Company procedure in the event of a fire.
 - Abide by all company and legal statutory standards at all times, bring to the attention of senior management any discrepancies or breach of standards.
 - Adhere to company policies and licensing laws at all times
- Candidate must be available to work weekends.

Financial responsibilities

- Ensure all invoice information is relayed to the administrator in a timely fashion
- Ensure budgetary sales income figures are achieved through proactive sales management
- Ensure event expenditure stays within the budget for each event