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**Events Operations (Full Time)**

Events Department

**Duties include:**

* Frequent communication with suppliers and clients
* Collating specific documents (e.g. contracts, risk assessments, event floor plans, event schedules etc.) and general administration work for each event
* Integrating with our different site teams (events, estates, maintenance, accounts, car parking attendants) to ensure a smooth transition from sale to post event
* Initially shadowing and eventually taking part in and organising both venue - client viewings and operations
* Signing on and signing off venue
* Venue upkeep
* Inform car parks, main reception and staff of upcoming events
* Develop a strong working relationship with clients through great service and follow-up
* Develop a good knowledge of the event spaces and the type of events in the spaces
* Develop understanding of Health + Safety aspects of Events
* Checking work done by cleaning/maintenance staff
* Booking in staff when needed
* Weekend Coverage as and when needed

There may be other responsibilities that we hand over to you as and when appropriate, depending on your skills and personal development.

**Skills required:**

* Must have at least 1 years’ experience in event operations and logistics
* Excellent + efficient organisational skills, attention to detail
* Proficient computer skills including knowledge of Excel, Power Point and Word
* Excellent interpersonal and communication skills and the confidence to liaise with clients and suppliers
* Hardworking, focused and determined in your approach to work
* Bright, friendly and personable character is vital to the role a keen interest in the events industry
* Excellent telephone manner

**Holiday:**

We offer 28 days holiday paid (8 of which are bank holiday). The remaining should be used 5 days per quarter unless agreed in advance. This starts after your first 3 months of employment.

**General Working Hours:**

Monday to Friday 9am-6pm and be flexible to work weekends and evenings when required.

Generally weekends worked would be in lieu of weekdays.

You will contracted to work 45 hours a week 9 hours per day with a 6 month probationary period.