

EVENTS COORDINATOR – THE VICTORY SERVICES CLUB – MARBLE ARCH LONDON

Introduction: An exciting opportunity has arisen for an Events Co-ordinator to join our award-winning Sales and Marketing team.

Working at a prestigious not for profit private Club in Marble Arch London. You will work with external hire clients to co-ordinate their event requirements across a portfolio of various size function rooms as well as managing a portfolio of internal events which range from dinners, conferences, AGM's, lunches and social events. This is an exciting role within a recently refurbished venue in the heart of London.

Specific Tasks:

Actively supporting the Sales and Marketing Manager with planning, organising, creative up selling and day to day management of the Sales office. You will proactively generate income from events and conference hire through the Club's event spaces.

The ideal candidate will have experience within a previous sales and events role, have strong IT literacy, and experience working with event systems. You will have excellent attention to detail, including financial accuracy. Experience in managing event invoicing and debtor control.

We are looking for a highly organised and enthusiastic individual, who can deliver objectives successfully and efficiently to set deadlines. As a confident communicator, you will always maintain a diplomatic and professional approach.

Previous Experience:

Minimum of 3 years' experience in a similar role
Event Sales experience in the meetings industry
Relevant Hospitality or Meeting Industry software proficiency
Computer Literate
Practical experience in Food and Beverage service and functions organisation
A strong team player with superior inter-personal skills
Highly customer focused
Good communication skills with an excellent eye for detail
Team player.

Working pattern:

Monday to Friday, however there is weekend work for some event bookings.
40 hours per week, including some early mornings and evenings.

Salary: £25,000 per annum

Benefits:

Free meal on duty.
Workplace pension
Free filter coffee and tea throughout your working day.
Holiday entitlement will be 20 days holiday and bank holidays
Additional paid Duty Manager shifts, after successful six month probation period.

How to apply: To apply please email Joanna.Lunn@vsc.co.uk

Please send a supporting statement, explaining why you believe you can do this role and a comprehensive CV, including details of your achievements in each role.