



## Events Coordinator

Location: Manchester, M11 3DL

Closing Date: 20/10/2024

### Description:

As we opened our doors, we're excited to announce we are looking for talented Events Coordinator with passion for Sales. In this role, you will work closely with sales team (both Premium & Events) to manage and oversee all F&B requirements, communicate to Lead Chefs and Hospitality Managers to ensure accurate information is shared and any additional sales and upsells clearly briefed to the team. You will be responsible for regular update on bookings, revenues, volumes, product sales and weekly sales reports are up to date. This position will also support with sales strategies and making sure sales targets are met.

### Responsibilities:

- Proven experience in an Event management / Sales Executive or Sales / Admin role within the hospitality industry.
- Analytical thinker with exceptional organizational skills with a keen eye for detail, good sales & negotiation skills
- Ability to work well under deadlines in fast-paced environment, ensuring tasks are completed efficiently in professional manner
- Flexible - the role may not strictly adhere to a 9-5 schedule; flexibility is required

### Benefits:

- 40% discount in our restaurants.
- Staff meals / staff meal allowance.
- Exceptional opportunity for personal training and development.
- Brilliant employee recognition programs.
- Cross-exposure to the wider business and events in London and beyond.
- Employee assistance programme.

### Details:

Rate of Pay: Competitive  
Working Hours: This is a full-time permanent role which will require flexibility as involves shifts at evenings and weekends.  
Contract Type: Full Time, Permanent

If you're interested in this role, please contact:

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