



EVENTCATERERS

Est. 1896

WEDDING AND EVENTS CO-ORDINATOR

WORKING FROM CGC EVENT CATERERS' HEAD OFFICE, GARFORTH, LEEDS

BASIC SALARY OF £18,000+ PER ANNUM

(DEPENDING ON EXPERIENCE)

THE ROLE

We are looking for an ambitious wedding and events co-ordinator to sell events at our beautiful location in Harrogate, The Sun Pavilion. The role will help to generate new business, form external clients through the executive of proactive sales plan, as directed by operations manager, The candidate will work to achieve budgeted monthly and annual sales target. In addition, the successful candidate will take responsibility for all sales admin for an allocated group of venues and events.

CORE SKILLS

- Productive prospector, not afraid of cold calling
- Confident communicator
- Excellent organisational skills with the ability to complete tasks in a timely manner
- Quick learner
- Competent user of Microsoft Office products: Word, Excel etc.
- Attention to detail
- Excellent customer focus

JOB TYPE

Full Time

RESPONSIBILITIES

- Receive and respond to incoming enquires for external clients wishing to hold an event or wedding at the venue.
- Convert bookings through effective communication and show rounds with clients.
- Manage the availability of the venue for events and generating revenue from venue hire.
- To liaise with clients to plan weddings and confirmed events (including menu tastings where appropriate), maximizing sales revenue at all times.
- Coordination of additional venues within our portfolio will focus on gaining new conference and events business across a selection of our contracted venues as well as at locations of our clients choosing.
- Selling primarily conference and events by telephone prospecting from both new and existing client databases.
- Working as a team with venue managers and chefs.

KEY CONTACT

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