



## EVENTCATERERS

### Catering and Marquee Coordinator

A Catering and Marquee Coordinator is sought to work at our Head Office in Garforth, Leeds. The successful candidate will coordinate all outside catering events and all marquee bookings, working closely with the operational team in each department. This is also a proactive sales role with all candidates required to demonstrate experience and success in a previous sales role.

#### KEY AREAS OF RESPONSIBILITY

- The proactive promotion of our catering and marquee services to new and existing clients through agreed selling techniques (sales calls, industry events, networking etc.)
- Respond efficiently and accurately to all inbound enquiries
- Attend client meetings as required in support of the operational team
- Manage all bookings through our Event Management software in order to track progress and make use of automated tasks and documentation
- Produce contracts, pre-event invoices and all necessary paperwork in a timely and accurate manner as required for each event.
- Liaise with suppliers regarding bookings and to keep the relevant information on pricing etc. up to date
- Maintain sales forecast reports in order to track performance against monthly and annual targets
- Manage inter-company transfers for the marquee department

#### SKILLS AND COMPETENCIES REQUIRED

- At least 2 years' experience in an Office Administration role, preferably within a catering/marquee/hospitality business
- Excellent written, telephone and face to face communication skills
- A passion for selling and for identifying target markets
- Strong IT & MS Office skills
- High attention to detail
- Flexibility and adaptability
- An excellent communicator
- A quick learner

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#### JOB TYPE

Full time - Monday-Friday, 8.30am-5.00pm, 37.5hpw  
20 days holiday pa plus bank holidays

#### SALARY

£18,000 basic salary

#### LOCATION

CGC Event Caterers' Head Office  
Garforth, Leeds, LS25 2JY

#### REPORTING TO

The Catering and Events Office Manager

#### KEY CONTACT – Send your CV to:

Clare Mortiboys - Sales & Marketing Manager  
[clare.mortiboys@cgceventcaterers.co.uk](mailto:clare.mortiboys@cgceventcaterers.co.uk)  
0113 287 6387

#### CLOSING DATE

Wednesday 24<sup>th</sup> April – 5.00pm