

Position Description



Position Title	Catering & Events Sales Co-Ordinator
Department	Sales Office
Location	Garforth
Hours	37.5
Reporting to	Customer Relationship Manager
Date Prepared	05/04/2024

CGC Event Caterers is a long-established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK. We are also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we cater exclusively at the following venues:

- Eight Yorkshire Racecourses including the world-famous York Racecourse
- The Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- The Lincolnshire Epic Centre – Lincoln
- The LNER Community Stadium – York
- Nottingham Theatre Royal and Royal Concert Hall
- The Halls Wolverhampton

POSITION PURPOSE

To proactively sell our venues and services, co-ordinate all bookings and support in the operational delivery of events. Complete all associated administrative work for the key areas of responsibility to the highest standard.

KEY RESPONSIBILITIES

- Proactive promotion of our services to new and existing customers.
- Working as part of a team of co-ordinators, dealing with a high level of inbound enquiries for hospitality, restaurant, conference and events bookings
- Maintain and develop a strong relationship with our clients and customers.
- Respond efficiently and accurately to all incoming enquires maintaining high levels of customer service at all times.
- Prepare proposals, quotations, event contracts and cost summaries.
- Detail customer requirements and liaise with colleagues to ensure all customer needs are met. Ensuring the smooth transition for the customer from event coordination to event delivery
- Take payments from customers.
- Complete timely follow ups once an event has taken place to ascertain any future requirements.
- Assist with checking billing information ready for invoicing.
- Accurately maintain and update our Event Management database.

PERSON SPECIFICATION

- Excellent written, telephone and face to face communication skills.
- Excellent attention to detail.
- Embraces teamwork.
- Highly organised, focussed and self-motivated.
- Experienced in client management.
- Experienced user of Microsoft Office products: Word, Excel, Publisher etc. Existing knowledge of CRM/Event Management systems is beneficial but full training will be given.



GENERAL INFORMATION

The requirements of the business are such that it is necessary to have a flexible approach and therefore some business-related travel to be able to work at our venues and operational sites will be required.

To apply, please complete the [CGC Application Form](#) as soon as possible, noting the closing date is the 19th April. Good Luck!