

Event Coordinator

Job Summary:

Join our dynamic team as an Event Coordinator at Saltire Hospitality. We are a leading Scottish Event Caterer dedicated to creating unforgettable experiences for our clients. As an Event Coordinator, you will play a crucial role in planning a wide range of events, from weddings to corporate meetings and social gatherings. If you are passionate about event planning and thrive in a fast-paced environment, we want to hear from you.

A strong catering background and previous experience in delivering events to a high level will be key for this position. Not only is previous experience required, but the ideal individual will also be confident, ambitious and be considered as an excellent people's person.

Responsibilities:

- Working both independently and closely alongside our existing sales and events planning team.
- Working with a broad range of existing and new clients, delivering an exceptional level of customer care at all times.
- This is an office based position, assisting clients from first initial enquiry and throughout the planning stages with a full handover to our front of house team for event delivery.
- Answering incoming calls, preparing quotations to meet with clients specific requirements, ensuring this meets within set deadlines.
- Coordinating multiple events at one time, from corporate events, weddings, and private celebrations to lunch deliveries. Please note whilst this role is varied, it will predominately focus on weddings.
- Meeting with clients regularly.
- Conducting menu tastings with our chefs and assisting with menu creations.
- Daily updating of booking systems, CRM system and event schedules.
- Attending sales meetings, working to targets and developing new ideas and assisting with marketing.
- Attending industry and networking events where required.
- Working closely and supporting the wider team where required.

The ideal candidate will host the following attributes:

- Previous experience in a similar role is essential.
- Exceptional levels of written and spoken English.
- Excellent telephone manner.
- Computer literate.
- You will have a bubbly and enthusiastic personality.
- A love of food and awareness of the latest food trends, creating innovative ideas.

- Well organised with the ability to manage their own workload.
- Strong communication skills with great attention to detail.
- High level of customer care, going above and beyond and providing our clients with the best possible experience.
- The ability to work closely within a team, assisting and helping each other with day-to-day duties.
- Managing a series/broad range of events at one time.
- Ability to work to deadlines and work well under pressure.
- Must have a driving license and own car.

To apply for this position, please send your CV and covering letter to rebecca@saltirehospitality.co.uk

- **Salaried position, dependent on experience**
- **Immediate start available**
- **40-45-hours per week, predominantly Mon-Fri (occasional weekends apply however this is rare).**

If you are a passionate Event Coordinator with a flair for creativity and a dedication to delivering exceptional events, we invite you to apply. Join us in creating memorable experiences for our clients while advancing your career in the exciting world of event management.