

Events Coordinator - ELIOR UK DURHAM CRICKET

Nestled in the heart of County Durham, Emirates Riverside the home Durham Cricket is one of the prestigious hospitality, meeting and concert venues in the north-east.

Your key responsibilities as the Events Coordinator will consist of:

Response to inbound emails and maintenance of all venue-hire websites on which we are listed

Suggesting new projects such as product development to tap into new markets

Sourcing new and innovate ways & ideas to expand the business

Being aware of market trends and competitors and reporting these back to management team

Tours/Viewings

Undertaking research on the incoming customer (pre-meeting phone call/ email chain) and planning tours to cater to their needs

Presenting the space to the customer in an energetic & engaging manner

Assist in concert, international and event day administration

Skills & Experience

The experience and knowledge we are looking for from the future Events Coordinator include:

- Excellent standard of communication skills, verbal and written
- Excellent IT skills
- Customer service orientation
- Attention to detail
- Excellent working in a team or alone
- Previous experience in a similar role/administration

Benefits

As part of your package, we are offering a salary up to £20,000 depending on experience.

This role also comes with company pension scheme, 28 days holiday – pro-rata (not including Bank Holidays), increasing to 31 after 2 completed years' service. You can also purchase up to 5 additional days annual leave.

Why it's great to work for us

Elior UK has been recognised for a variety of awards such as CSR and chef development programmes which demonstrate the passion and creativity of our great team.

For all our colleagues we offer a range of discounts such as EE mobile contracts, Nissan vehicles, and lots more offers on leisure and entertainment, gyms and restaurants.

We focus on our colleagues and hold an annual Elior Award event, issue rewards for recognition every month plus deliver a varied portfolio of development programmes. We offer additional leave for charity work and provide a Colleague Support Programme for health & wellbeing advice.

Elior foster and believe in a diverse workplace, free from discrimination, which leads to an enjoyable and supportive environment.

Elior UK is committed to safeguarding and promoting the welfare of children and adults at risk and requires all of its colleagues to demonstrate this commitment in every aspect of their work.

Interested?

All you need is an updated CV and cover letter, we'll do the rest.

#TheJobThatIWant #TeamElior #EliorCareers #EliorFoodie

Twitter: @elioruk Facebook: Elior Careers Instagram: elior_uk

Any internal colleagues applying for this role, please be advised that new terms and conditions will apply.

Advert closing date

06/12/2019

Position localisation

Job location

England, County Durham, Chester le Street

Address / Post Code

Chester le Street DH3 3QR

Candidate criteria

Minimum level of experience required

More than 2 years

How to apply

Click the below link to apply

<https://www.indeed.co.uk/viewjob?jk=ba0515048ec797b1&from=serp&mobRdr=1>