

## **EVENT CO-ORDINATOR**

Ambro is an events company, based in Rickmansworth, Hertfordshire, specialising in hospitality and event management.

We are looking for an Event Co-Ordinator to join our busy operations team.

The successful candidate will have a wide range of responsibilities covering a varied spectrum of events. The key elements of this role will be to support the Event Manager in the execution and delivery of client events, through efficient detailed planning.

### **Key Responsibilities**

- Briefing and negotiating with suppliers
- Liaising with clients and answering event queries
- Attending events ensuring the satisfactory delivery and continual improvement
- Packaging and distribution of event documentation
- Data management
- Ticketing, management of stock and dispatch
- Coordination of freelance event staff
- General administration duties

### **Desired Skills and Experience**

This position requires a high degree of self-motivation and the ability to work independently, prioritising tasks and management of workload using your own initiative. To be considered for the role you must have excellent organisation skills, high attention to detail and a strong interest in hospitality and events.

The successful candidate will have: -

- Minimum of 1 years' experience within the events industry
- Strong communication skills
- Excellent organizational skills
- Ability to negotiate
- Proficient in Microsoft Office, understanding InDesign would be an advantage
- Enthusiastic, highly organised with good time management and prioritisation skills
- Full, valid driving license
- Accurate written and spoken English
- Educated to degree level or equivalent qualification preferred
- The rights to work in the UK

Salary: Dependent on experience

To apply for this position, please send your CV and covering letter to [ccadogan@ambro-events.com](mailto:ccadogan@ambro-events.com)