

## Event Manager – Telford International Centre

This is a brilliant opportunity for an experienced Event Manager to work in house at Telford International Centre. Playing a key role in the smooth running of event operations, our Event Managers ensure all relevant departments are directed and communicated with to ensure the highest standard of service is delivered to our clients.

This is a permanent, 40 hour per week position. **Flexibility is essential as the role involves a variety of working patterns including early starts, late evenings and weekend working.** Whilst the majority of this role is carried out on site, there is opportunity for occasional home working depending on business needs.

### Key duties include:

- Meeting with clients to assist with the planning/managing of events
- Ensuring all relevant departments are communicated with
- Liaise with key suppliers and contractors for services
- Act as a coordinator at events between clients and operational departments
- Upsell additional centre services
- Ensuring budgeted costs for events are achieved

### Skills/Experience Required

- Previous experience as an in house Event Manager
- Ability to build relationships with clients at all levels in a professional manner
- Good understanding and working knowledge of Health and Safety – IOSH in the Events Industry qualification highly desirable
- Excellent written and verbal communication skills
- Proficient in Microsoft Office packages
- Use of Visio or CAD – desirable
- Ability to multi-task and manage the delivery of events in a timely manner
- Exceptional attention to detail/able to confidently deal with figures
- Demonstrable common sense, initiative and problem solving skills

### Benefits:

- £28,000-34,000 per annum DOE
  - Free leisure club membership\*
  - Reduced rates at thousands of hotels worldwide\*
  - Ongoing training and development to suit your career choice
  - Access to exclusive discounts with various retailers, travel companies, theme parks, cinemas and more.
  - Free on site parking
  - Free & confidential 24/7 employee support helpline to help you deal with whatever life throws at you
- (\*Subject to a qualifying period)

Southwater Event Group comprises of 3 hotels (Holiday Inn Telford-Ironbridge, International Hotel Telford, Ramada Telford-Ironbridge), The International Centre, Telford and StagecraftUK events production.

If you are not contacted within 3 weeks of submitting your application, you may assume you have not been selected for interview. Due to the volume of applications we receive, a letter of regret will not be sent to you.

For information on how applicant data is stored and processed, please see our Job Applicant Privacy notice which can be found on the careers page of our website: <http://www.southwatereventgroup.com/current-vacancies/>