



**OPERATIONS TEAM MEMBER – EVENTS DEPT**

Ideally with 1year of experience

**Duties include (but not limited to):**

* Understanding and managing the impact of events and markets on the wider estate.
* Develop an understanding of health and safety aspects of events and markets
* Collating specific documents (eg. Contracts, risk assessments, event floor plans, event schedules etc.) and general administration work
* Integrating with our different site teams (events, estates , maintenance, accounts, car parking attendants) to ensure a smooth transition from sale to post event
* Initially shadowing and eventually taking part in and organising both venue – client viewings and operations
* Inform car parks and main reception and staff of upcoming events and markets
* Develop a strong working relationship with clients through great service and follow up
* Signing on and off a venue
* Venue upkeep
* Frequent communication with suppliers and clients
* Booking in staff when needed
* Weekend coverage when needed

There may be other responsibilities that we hand over to you as when appropriate, depending on your skills and personal development

**Skills required:**

* Excellent + efficient organisational skills
* Meticulous attention to detail
* Excellent interpersonal and communicate skills and the confidence to liaise with clients and suppliers
* Proactive and positive in your approach to work
* Bright, friendly and personable character with interest in the events industry

**Holiday:**

We offer 28 days holiday paid (8 of which are bank holiday). The remaining should be used 5 days per quarter unless agreed in advance. This starts after your 3 month probation period.

**General Working Hours:** Monday to Friday 9am-6pm and be flexible to work weekends when required.

To apply for this position please email:

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