

Job Description – Senior Event Co-Ordinator, Sales and Marketing

Company – Marquee Solutions Ltd

Position – Senior Event Co-ordinator

Reporting to – The Working Directors

Location – St Lawrence

Contract type – Full time, permanent

Salary – By negotiation

Applications – CV and references

Closing Date – 31st July

Residential Qualifications – Entitled/ Entitled for work

Company Background

Marquee Solutions has been trading for 16 years and is the islands largest marquee hire company, offering a wide choice of marquee structures, interiors, furniture and props for all manner of large and small events.

We employ 10 full time staff rising to 20 during the summer season.

In goodly part our success has been through the close working relationships we develop with our customers to deliver their aspirations.

Key Responsibilities of the Role

Event co-ordination and sales

- Design and development of the overall event set up within a variety of sectors such as weddings, corporates, charities, sporting events etc.
- Client management – developing new client relationships and growing existing relationships.
- Customer service – ensuring the highest level of customer service is delivered at all stages of the event planning process.
- Working alongside, maintaining and growing strong supplier relationships within the industry.
- Site and venue management – liaising with venue owners and carrying out site visits with new and existing clients.
- Management of our bespoke stock control system.

Marketing

- Delivering strategic and operational planning of marketing and communications.
- Day to day management and content creation across all social media platforms to engage with the audience whilst growing and developing the following.

- Content management, editing and updating of the website on a regular basis.
- Management and co-ordination of various marketing outlets to give a broad spectrum of marketing material across all platforms to ensure coverage across all mediums and demographics.

Event Styling and Design

- Understanding the importance of the aesthetics of the overall event from every perspective.
- Providing the client with various options to suit their chosen theme or requirements.
- Creating mood boards for client approval.
- Ability to predict upcoming trends within the event sector.

Skills and Experience

Skills

- Have an appreciation of the role an event plays within the local communities.
- Creative and positive thinking with a CAN DO attitude.
- Personable and confident character.
- Strong networking skills.
- Good time management skills with the ability to self-manage but also lead and motivate a team when required.
- Ability to communicate effectively with individuals at all levels of an organisation.

Experience

- Experience and proven record of delivery exceptional customer service is essential.
- Previous experience of working within the events sector is preferred.
- Experience within the marketing sector is preferred.
- Experience of managing website content and social media accounts is an advantage.
- Previous experience with styling is an advantage.

Other requirements

Full clean driving license

Willing and able to work occasional weekends and evenings if required.

Application

Please send your cv to John at yourevent@marqueesolutions.je or call John on 861005 for more information.