

## JOB DESCRIPTION

**DIRECTORATE:** TWAM Enterprises Ltd (TWAME)

**POST TITLE:** **Sales & Events Coordinator**

**RESPONSIBLE TO:** Catering General Manager

**JOB PURPOSE:** To assist in the administration, planning, and preparation of corporate events

**MAIN DUTIES:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Respond to client enquiries regarding the hire of TWAM venue hire spaces.
2. Deliver 'show rounds' to ensure clients are familiar with the spaces and facilities available.
3. Liaise with clients to help coordinate the structure of their event.
4. Liaise with TWAME's list of preferred catering partners on behalf of the client.
5. Manage the administration of events including the production of both event sheets and invoices
6. Share accurate information with the operations team, to ensure that events are successfully delivered.
7. Maximise sales opportunities through upselling and the cross selling of TWAM's portfolio of facilities.
8. Generate sales with the aim of ensuring that TWAME achieves its sales and profitability targets.
9. To assist in maintaining a healthy, safe and secure environment and to act in accordance with Health and Safety Policies and Procedures.
10. Promote and implement TWAME equality and diversity policies in all aspects of employment and service delivery.