

Assistant Events Manager - Trailfinders Sports Club

Trailfinders Sports Club is looking for an Assistant Events Manager to work with our General Manager and Events Manager to maintain our excellent reputation as one of West London's premier venues and grow business.

Preferred Experience

Bar Work.

Banqueting experience preferably in a conference/wedding environment.

Skills Required

- Smart and presentable.
- A good understanding of event management .
- Understanding of office procedures, including a good knowledge of Microsoft Word & Excel.
- The ability to multi-task.
- Attention to detail.
- Plenty of patience.
- The ability to take an event from initial contact from the client through to running the event.
- The understanding and ability to do whatever it takes to put on a successful event from jumping behind the bar at busy times to working very late nights.
- Ability to work as part of and also manage a team.

The ideal candidate will be a team player able to take individual responsibility and capable of building and maintaining strong, respectful and effective partnerships with clients and colleagues alike.

Because of the variety of the work it is essential that the ideal candidate is able to multi-task, at times there will be a variety and constant stream of requests all of which need attending to in an efficient and timely manner.

Duties

Events at Trailfinders Sports Club vary from ensuring the smooth running of weekly match and training facilities for Ealing Trailfinders Rugby Club, to conferences, parties, weddings and corporate fun days. With 18 acres and 2 modern pavilions including two halls and 8 smaller conference rooms, variety is the name of the game.

The day to day running of events and conferences, from setting up meeting and events rooms through to the management of day, dealing with customer requests and needs as they occur including providing assistance with the numerous AV facilities available.

Ensuring that Trailfinders Sports Club is presented to the highest standards at all times.

Answering telephones, taking enquiries through the whole booking process right through to and including the invoicing stage.

Liaising with the General Manager, Events Manager, Bar Manager and Chef. Assisting them to make sure that they have everything needed to ensure the smooth running an event.

Trailfinders Sports Club is a very busy venue, during the day you might be required to help locate power sockets for film units, supervise deliveries through to overseeing the serving of a silver service conference dinner for 100. No task should be too small or too large.

Additional Information

Trailfinders Sports Club operates 7 days a week and is licensed until midnight. The hours and days required to work will vary to meet our changing commercial requirements. Weekend work will be required.

Annual starts at 4 weeks per year plus bank holidays, Trailfinders Sports Club currently closes down between Christmas & New Year and you will be required to use some of your leave at that time. We reserve the right to embargo leave during busy seasons and no two senior team members can be on leave at the same time.

Starting Salary £20,000 per year plus bonus

Full Time Permanent position