**Job Description**

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| **Job Title:** | Events Coordinator |
| **Job Type:** | Permanent, Part time or Full time considered |

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| **Key responsibilities and accountabilities:** |
| You are responsible and for the following:   * Processing and co-ordinating and events bookings * Liaising with everyone to ensure the client requirements are met * Preparing materials for the events * Preparing marketing materials for the events. * Responsible for the promotion of the events * Organise the logistics for the events * Organise the catering for the events. * Responsible for all events related administration. * Undertake and fulfil other duties as may be reasonably requested, in line with your skills, knowledge, abilities and personal development opportunities. |