**Job Description**

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

|  |
| --- |
| **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.
 |