

# Event Coordinator

## Permanent

<b>Department:</b> Sales and Events	<b>Reporting To:</b> Events Manager	<b>Salary:</b> £29,000 per annum
<b>Location:</b> Westminster	<b>Hours:</b> 36.25 hours per week	<b>Holiday:</b> 23 + 2 fishing days per year
<b>Date of Advertisement:</b> 10/05/2022	<b>Closing Date:</b> 24/05/2022	<b>Interview Date:</b> TBC

### The Organisation:

The Institution of Civil Engineers (ICE) is an international membership organisation that promotes and advances civil engineering around the world. ICE is a qualifying body, a centre for the exchange of specialist knowledge, and a provider of resources to encourage innovation and excellence in the profession worldwide. The headquarters for ICE are based in One Great George Street which doubles as an award-winning central London conference centre, event, and wedding venue.

### The Role:

The Events department at one of the most prestigious and stunning venues in Central London are looking for an Event Coordinator who is well-organised and a people person to join their friendly team.

Come and join our brilliant team, working hard to deliver a quality product to Royalty, Heads of Government and people dedicated to making a difference to the World.

We are looking for an enthusiastic and confident individual who can exceed our clients' expectations and add value to our team - can you measure up to our standard?

### Duties and Responsibilities:

- Liaise with clients to ascertain their detailed requirements.
- Managing internal room bookings.
- Creating and producing menu cards and place names for all dinners accurately.
- Assisting with client show rounds.
- Prepare function sheets on the computerised diary system for issue to the operations teams.
- Update function sheet changes as they are made and update the relevant departments.
- Sending daily changes to all departments.
- Oversee the day to day running of assigned events to ensure they run smoothly.
- Issue deposit invoices accurately and to specified timetable.
- To input all costs onto the computerised diary system within agreed timelines.
- To be an excellent Ambassador for One Great George Street, offering guaranteed great service at all times.

### Our ideal new team member

If you want this role you will ideally have experience of working in a 4 Star venue. However, excellent ability to plan, organise, identify, and solve problems is also a key requirement combined with the ability to communicate clearly with clients and colleagues, as well as a desire to learn. Above all else you must be a people person and understand how to deliver excellent Customer Service at all times - we are One Great George Street and we Offer One Great Venue and One Great Standard....always!

**ICE Group benefits include:**

- 25 days annual leave plus Bank Holidays
- Shutdown over Christmas period
- Annual £100 allowance towards your well-being
- Discounted food from on-site Café bar
- Up to eight per cent of salary contributed to a personal pension scheme
- 24-hour employee support line
- Death in service benefit equivalent to one year's salary
- Interest free season ticket loan
- Cycle to work scheme
- Big Gym membership savings with the Gymflex scheme
- Your Rewards discount scheme

To apply please email a CV and cover letter to [buildyourfuture@ice.org.uk](mailto:buildyourfuture@ice.org.uk).

**General Data Protection Regulations (GDPR) 2018**

*The data collected via this application process will only be used by the ICE Group for the purpose of recruitment and for the performance of an employment contract if a job offer is made. This data will not be disclosed to any external sources without express consent unless required to do so by law. Unsuccessful applicants' data, both electronic and paper will be deleted/shredded six months from date of application. The ICE Group's Data Protection Officer is Keith Logan, Group Head of Management Information Systems who can be contacted at [Keith.Logan@ice.org.uk](mailto:Keith.Logan@ice.org.uk). Applicants have the right to complain to the ICO at <http://ico.org.uk/> if they have a concern with the way ICE are handling their data.*