

Event Executive

Permanent

Department: Sales and Events	Reporting To: Events Manager	Salary: £32,000 per annum
Location: Westminster	Hours: 36.25 hours per week	Holiday: 23 + 2 fishing days per year
Date of Advertisement: 10/05/2022	Closing Date: 24/05/2022	Interview Date: 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 experienced Event Executive with excellent customer services skills 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:

- Showing clients around the building and advising on effective arrangements making recommendations where appropriate to gather their information for the purpose of compiling their function sheet to ensure a successful event.
- To assist the sales team with advice in connection with more complex events to ensure the client is given accurate advice/information at booking stage
- To prepare function sheets on the computerised diary system for clients to confirm event details and for issue to GS operational departments to carry out the instructions as per client's specifications
- To run weddings from enquiry through to completion alongside the Venue Wedding Planner
- To organise and attend food and beverage tastings for the client to decide on their catering
- To attend promotional and marketing events with Business Development Manager to obtain future business to increase revenue
- Occasional demonstration of tasks for new or temporary staff as required
- To mentor the Event Coordinator and assist them with running medium sized events
- Issue deposit invoices accurately and by the prescribed times to the client to ensure payment as per the room hire contract.

Our ideal new team member....should have significant experience of working within a busy venue, ideally in Central London with at least a 4-star rating. It would be beneficial for the candidate to have good knowledge of conference and banqueting layouts, associated furniture, and terminology. This is a fast-paced environment so the successful candidate should be able to handle pressure well and seek to resolve issues as they arise. 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.

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. 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.