

JOB DESCRIPTION

Job Title	Events & Courses Coordinator
Department	Commercial
Responsible For	Courses/Events
Salary Range	£21,000
Reports to	Commercial Manager

Job Purpose:

The Courses and Events Coordinator is to assist with the operations of the courses and events department.

Main Duties and Responsibilities:

- Managing speakers and trainer relationships
- Ensuring invoices are paid and purchase orders are raised
- Booking venues and hotel rooms for courses and events
- Liaising with members for course bookings and all administration concerning events and courses.
- Writing and creating dotmailers to send to promote events
- Managing relationship with key corporates for In House Courses
- Invoicing and liaising with Industry Suppliers
- Ensuring spreadsheets are updated and actions taken are recorded
- Any other responsibilities or tasks as reasonably requested by the business
- Attend events face to face when required and host webinars and online events.

Key working relationships:

- Working with the team members and Commercial Manager
- Managing relationships with trainers and speakers
- Working in conjunction with the sales team
- Working with Marketing regarding dotmailers

Job Requirement / Skills

- Excellent communication skills
- Knowledge of Microsoft office programs such as word, PowerPoint and excel is essential
- Knowledge of Outlook is essential
- Excellent organisation skill

Education / Experience:

- GCSE grade C or above for English, Mathematics and Science or equivalent
- Experience working as an administrator (minimum 1 years)
- Experience with customer service (minimum 1 years)