

## JOB DESCRIPTION

<b>Job Title</b>	<b>Events &amp; Courses Coordinator</b>
<b>Department</b>	<b>Commercial</b>
<b>Responsible For</b>	<b>Courses/Events</b>
<b>Salary Range</b>	
<b>Reports to</b>	<b>Commercial Manager</b>

### 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)