

Company: List of Life Events

Role: Events Assistant

Placement: Full Time

Location: London (SW2)

Hours: 9am-5pm (Mon-Fri)

Start time: ASAP

Salary: £15,000

A fantastic opportunity has arisen for an Events Assistant to join an established and a successful events company in London.

List of Life Events is a company who focus on stag and hen party events in the summer and corporate events in the winter. We are currently recruiting for a full time Events Assistant. This position offers you the chance to gain valuable experience across a range of event management and administrative duties.

You will be working in a small office environment with a well motivated, fun and upbeat team. This will suit someone who is looking to get into the events industry and ideally someone who has some relevant experience or training. This will be a full time admin role and you will be working alongside our Events Manager.

Below is the range of jobs that you may be involved with. You will be expected to help out with general office duties such as answering customer queries and taking payments. The events role will vary according to our workload.

Event Assistant Duties:

- Booking in all new bookings, amendment and cancellations.
- Dealing with all enquires on our bookings email.
- Booking in venues and staffs for all events, 8 weeks in advance.
- Ensuring that all contracts are signed and sent on time.
- Assisting with guaranteeing that all required kit is sent and delivered to the right venue.
- Confirming with all staff, venues and customers before their event takes place.
- Sourcing suitable new venues in our cities across the UK.
- Visiting potential new venues to evaluate whether we can work with them.
- Building a good relationship and staying in contact with our clients.
- Updating spreadsheets to ensure that all information is kept up to date.

- Development of new products
  - Helping out on the emergency phone at the weekend

### Specification

#### Key Skills:

- Excellent organisation skills
- Great administration skills
- Confident telephone manner
- Ability to deal with customers and venues on the telephone.
- Working knowledge of Microsoft Office/Excel
- Time management skills
- Good communication skills

Please apply with a covering letter and your CV.

(Only applications with both a cover letter and CV will be considered.)