



Inception Group

Events Manager Bunga Bunga

Responsible to:

- Group Events Manager
- Business Development Director
- Owners / Founders

Key Attributes:

- Basic knowledge of principles of Profit and Loss
- Background in sales
- Identifying and converting sales, function and corporate event opportunities
- Strong interest in and knowledge of key trends in drink, food, music and entertainment
- Good knowledge of, and active on, London and local bar/nightclub/restaurant scene
- Good knowledge of key competitors
- Good knowledge of events companies
- Active social life and wide circle of friends
- Enthusiastic, can do and hard working
- Pro active networker
- Approachable and cheerful at all times
- Attention to detail
- Organised and excellent diary management for yourself and the venues.
- Good understanding of all aspects of service and hospitality

Key Responsibilities:

- Work to sales targets for both events and overall venue sales
- Responding to incoming event emails
- Picking up events phone calls
- Converting events from one venue to another if a venue is not available or not suitable
- Have a good knowledge of all the event menus both food and drink, plus entertainment options.
- Thorough knowledge of different event spaces
- Building up a good relationship with the teams on site and people on other departments in head office
- Networking at events and social occasions outside of work.
- Attending events, looking after the client and making sure that everything is organised and in place for their arrival
- Working with external events agencies
- Planning, hosting and executing bi-annual events showcases
- Contacting people through the use of Media Eye on a weekly basis
- Maintaining relationships with key clients – regular customers, members, corporate clients, local businesses, becoming their first point of contact and keeping up regular communication

Hours of Work:

- 45 Hours weekly