



Events Manager

Location: Central & South West London – Office based in Covent Garden

Salary: £32,000 + Bonus + Benefits

Contract: Full-Time, Permanent

Join Inception Group, the award-winning hospitality company behind some of London's most exciting and unique bar, restaurant, and club concepts. We're looking for a bright, driven Events Manager to deliver unforgettable experiences across our venues.

Key Responsibilities

- Manage incoming booking enquiries via phone and email.
- Create tailored proposals and accurate quotations for clients.
- Upsell party packages, special offers, and bespoke events.
- Host venue viewings and support clients on the day or night of their event.
- Build and maintain strong client relationships, including re-engaging lost enquiries.
- Record and manage customer data using reservation systems (SevenRooms & Tripleseat preferred).
- Conduct market research and seek new sales opportunities via calls, email, and social media.
- Prepare function sheets and ensure all event details are communicated clearly.

What We're Looking For

- Experience in hospitality, sales, or events (preferred).
- Excellent communication skills and a confident phone manner.
- Highly organised, detail-oriented, and proactive.
- Passion for hospitality and delivering outstanding guest experiences.
- Familiarity with booking/CRM systems (SevenRooms & Tripleseat a bonus)

What We Offer

- £32,000 per annum + performance bonus.
- Generous staff discounts across all venues.
- Exciting career development opportunities.
- A vibrant, creative working environment.

Apply now

If you are ambitious, energetic, and excited about delivering unforgettable events for one of London's leading hospitality groups, we'd love to hear from you.

Please apply with your CV and a short cover letter explaining why you'd be a great fit for Inception Group.