# Events Administrator
## Job Description

## Introduction

Our Events team at Wherstead Park are responsible for the production of conferencing, corporate events, weddings, social events, exhibitions, summer events and Christmas party nights. As an Events Administrator you will play a vital role in ensuring that all aspects of administration are handled in a manner that aids the smooth running of our events.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in its vision to be the East of England's most valued organisation.

## Values

At Our Co-op, we live by a set of four values. We've highlighted the key tasks and responsibilities of the Events Administrator role against these values, so you can see how you will live these day-to-day.

### Stronger together

Christmas Party Nights administration including sending & receiving booking confirmation & invoicing, data entry for bookings, menu choices, name cards etc…

Keeping records of company credit spending & submitting monthly receipts to accounts team

Journaling events income for internal events (training provided)

### Do the right thing

Use of accounting software for invoicing & crediting for external events & Clients (training provided)

Professional mannerism when answering phone enquiries and taking messages for the Events team when operational.

May be required to be flexible with days of week worked.

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Use of catering software, duties to include adding enquiries, bookings & sending booking confirmation. (Training provided)

Ensure the upkeep of our time and attendance system ensuring all colleagues are paid on time.

Basic data entry for consumer shows & markets

Basware accounts software; coding & invoice submission (training provided)

Ordering of stationery and office supplies.

We are not saying that the above list of tasks is exhaustive. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

### Skills & Behaviours

We believe that the following skills and behaviours resonate with the role of Events Administrator:

- Great communication and interpersonal skills
- Attention to detail
- Ability to organise and prioritise workload
- Great IT skills
- Previous administrative experience is desirable but not essential
- Personal and professional phone mannerism for enquiries and bookings
- MS Office; including but not limited to Word, Excel, PowerPoint, and Outlook

### Disclaimer

Some roles within our co-op may require licence checks (e.g. DBS, drivers, other security checks) – you'll be advised if this is the case for your particular role.

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Due to the location of this role, applicants must be over the age of 18 and hold a valid driving licence.

Flexibility is one of the key factors in this role, the events team predominantly work on site, but have a great offering for a hybrid working approach.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.