



Events Coordinator at Starkevents

Starkevents are one of Scotland's leading event management companies and we are looking for someone new to join us in the role of Events Coordinator.

Who are we? Starkevents are based in the west end of Glasgow and for the past 11 years we have been creating memorable events to the highest standard. We work with a wide range of clients from both the public and private sector including the Scottish Modern Apprenticeship Awards, Scottish Textiles Conference & Dinner, the re-opening of the Bo'ness Hippodrome, the Irvine Bay Regeneration Company Annual Public meeting, the annual Business Tourism Conference and many many more. We are members of both the Edinburgh and Glasgow Convention Bureaus and were selected as one of the preferred event management companies for the Scottish Government Marketing Framework. We are a small team committed to creating outstanding events; we work hard, take huge pride in our work and enjoy the variety and challenge of working in the world of events.

We now have a new position at Starkevents of Events Coordinator.

What will the Events Coordinator do?

- Work with Starkevents' project managers to deliver events to the highest standard
- Liaise with event suppliers
- Support the customer care for events including registrations
- Ensure project planning deadlines are met and support the logistics of the event planning process
- Attend events and assist in the build-up and during events
- Coordinate the social media tools to promote Starkevents and other event projects
- Support the business development activities at Starkevents including update of our website and ezines
- Provide general admin support in our offices in Glasgow

Is this the job for you?

If you would like to work in a hard working and highly productive environment this could be the job for you. We are busy but not chaotic, we are hard working but not stressed, we have high standards and don't apologise for them. We have a large group of long standing clients who have high expectations and we enjoy meeting them.

Can you show?

- an aptitude to working in the world of events
- previous experience of organising events and/or experience in a customer focused business
- the ability to work on multiple projects
- how you work well as part of a team
- excellent organisational skills including a high level of administrative ability
- strong written and oral communication skills

Interested?

We plan to begin interviewing at the end of May and will pay a salary commensurate with ability and experience. Please send your CV to Ann Stark ann@starkeventsuk.com with an indication of salary aspirations. The deadline for applications is Tuesday 18 May 2010.