



We are Now Recruiting a: Events and Sales Co-ordinator

**40 hrs a week – Fulltime position
5 days over 7 (Flexible hours)
£20k + Pension
Start Date: ASAP
Thorp Arch, Wetherby**

Homegrown Hospitality are an outside catering business who have been providing outstanding food for Weddings, Parties and Events for the last 9 years. We provide an exceptional service to our clients for which we are highly regarded. We have a calendar full of events through the summer and we are looking for committed people who are passionate about all aspects of food and delivery to join our team.

We believe that our clients should be excited to share a menu with friends, family and colleagues in a stress-free environment. We take time to get to know our clients and build a menu around their wants and needs. We make everything in house from fresh ingredients which we source locally and we are passionate about providing a friendly and attentive service.

What you will be doing:

- Liaising with clients and dealing with requests from inception to completion.
- Managing all enquiries in a timely fashion.
- Managing the events schedule and calendar via our online software platform.
- Promoting the business via online platforms, website, social media, and email marketing.
- Managing and reconciling budgets for all jobs.
- Managing staff rotas and timesheets.
- Organising and managing the team of casual staff during live events.
- Organising and creating pick lists for store equipment and Hire from our suppliers for all jobs.
- Acting at front of house manager at events and Co-ordinating the wider front of house team including recruitment and training.
- Office admin according to the needs of the business.

This exciting and varied new role within our business is a fabulous opportunity for somebody within a passion for food and drink to carve out a career in the hospitality and events world. Working Tuesday – Saturday (mainly) under Alice the business owner, you will be responsible for all aspects of planning from our office in Thorp Arch which will include sales liaison, co-ordinating, diary management, marketing and customer services as well as setting up and attending events as our Front of House Manager.

What we are looking for:

- A degree in marketing, sales, or event management
- People skills and is personable and approachable.

- Self-motivated, quick learner with a pro-active attitude to work.
- Well presented, both in person and on the phone
- Compute literacy and familiarity with Microsoft Office.
- Good social media skills including for business use.
- Own transport and driving license essential.
- A passion for food and events, ideally with experience within the hospitality industry
- A hunger to learn and improve as part of a team.
- An ability to work in a fast-paced and sometimes challenging environment.
- Flexibility to be able to work to the varied demands of the business.
- Reliable and punctual
- A minimum of two references
- Team Player as well as being able to work on own initiative.
- Good organisation skills