

**Job purpose:**

The events coordinator is a new and exciting role within our company. As an events supervisor, you will be responsible for executing and delivering events in our new space - The Bethnal. You'll be the main point of contact during each event, so you'll need to be confident in hosting various events, such as weddings, corporate parties, engagements and private birthday events.

The events supervisor will report directly to the events coordinator and venue manager. To do well in the role, you must have a combination of organisational skills, be highly customer service driven, and have an eye for elegant detail. This is for a casual and flexible role, shifts will predominantly be on weekends.

The events coordinator's responsibilities will involve:

- supervise the execution of all events to exceed guest expectations
- build and strengthen relationships with existing and new guests to create memorable moments and enable future bookings
- manage both internal staff and the coordination of food service with our catering partner during each event
- follow opening and closing procedures for each event to maintain the high standards of the venue
- communicate and provide feedback to events coordinator on each event

This role requires:

- minimum of 2 years experience in a similar role.
- a strong knowledge of wine, beer and spirits
- excellent customer service both face-to-face and over the phone
- Use initiative and manage daily workloads to ensure smooth operations within the C&E team
- excellent organisational and time management skills
- knowledge of POS and hospitality systems
- fluent written and spoken English; the ability to write articulately and succinctly

The person will be:

- available to work a rotating roster across a 7-day week, including evenings and weekends
- careful and diligent - with a good dose of common sense
- demanding of high standards and at ease with demanding people
- a perfectionist who loves to throw a party
- efficient, effective and organised, in both the physical and digital worlds
- modestly confident and also personable, good-humoured and trustworthy
- be able to work a flexible roster depending on event requirements.
- mindful of the limited resources of our planet
- informal but 100% professional

Applications Closing Date: Ongoing**Employment Status: Casual Role 2-3 nights per week**

We will offer a rewarding workplace to work in, where we are all working towards a common goal. We aim to build long-term relationships with our customers, suppliers and employees by treating them respectfully, and by demonstrating that we are committed to them. If you are



interested in applying, please email your resume and cover letter to hello@rangebrewing.com with a short brief of your experience. We are looking for the right candidate to fit our culture, please let us know why you think you'd fit in and what attributes you can bring to the team. We need to know that you want to work with us, not that you just want a job.

We look forward to hearing from you.

Cheers,

Range Brewing