

Event & Conference Assistant

Main responsibilities:

- Assisting the events team with a high number of events, ranging from small meetings to conferences
- Supporting the events Coordinator with administrative support
- Maintaining records of all bookings and taking payments where necessary
- Attend meetings to act as a second point of contact
- Assist with the events on the night including showing guests to tables, serving food etc
- Helping set up and dismantle events efficiently through to completion

Experience is desired but is not essential and training will be provided.

Job Types: Full time / Permanent

Hotel: The Grand Hotel & The Abbey Sands Hotel

Salary: £9.50-£10.00 per hour