Event Coordinator Responsibilities

Include:

* Understanding requirements for Tulse Hill Mandela Day
* Planning event with attention to financial and time

Job brief

We are looking for an experienced Event coordinator to organize excellent events. You will be responsible for every aspect of an event, guided by local Tulse Hill residents and the Tulse Hill Forum Neighbourhood Planning Group and also the evaluating success afterwards.

An event coordinator must be well-organized and competent in vendor management. Communication skills and attention to detail will set apart the best among the candidates. Add a shot of enthusiasm and passion for the job and you’ll be our ideal candidate.

The goal is to organize unforgettable events that will ensure the entertainment of participants and facilitate the completion of forums and neighbourhood objectives.

Responsibilities

* Understand requirements for the event
* Plan event with attention to financial and time constraints
* Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost
* Negotiate with vendors to achieve the most favorable terms
* Hire personnel
* Manage all event operations (preparing venue, invitations etc.)
* Do final checks at the day of the event to ensure everything meets standards
* Oversee event happenings and act quickly to resolve problems
* Evaluate event’s success and submit reports

Requirements

* Proven experience as event coordinator
* A proven track record of organizing successful events
* Proficient in MS Office
* Excellent vendor management skills
* Knowledge of basic recruitment practices
* Outstanding communication and negotiation ability
* Well-organized with multi-tasking skills
* Able to handle stress and remain calm
* Problem-solving ability
* Any qualifications in hospitality management, public relations or relevant field is preferred