Job Title: Event Manager

Location: London, UK

Job Type: Full-time, Permanent

Salary: £35,000 - £40,000 per year

We are looking for an experienced and highly organised Event Manager to join our team. As an Event Manager, you will be responsible for planning and executing events of various sizes and types, from corporate meetings to weddings.

Key Responsibilities:

* Plan and organise events, from concept to completion, ensuring that all aspects of the event are delivered to the highest standard
* Liaise with clients to understand their needs and requirements, and provide advice and guidance where necessary
* Prepare and manage event budgets, ensuring that costs are kept within budget and profitability is maximised
* Source and negotiate with suppliers, including venues, caterers, and equipment hire companies, to ensure the best possible service and value for money
* Manage and supervise event staff, including event coordinators, catering staff, and security personnel, to ensure that events run smoothly and efficiently
* Ensure that health and safety guidelines are adhered to at all times
* Provide exceptional customer service to clients, guests, and suppliers, ensuring that their needs are met throughout the event

Requirements:

* Proven experience in event management, with a strong track record in planning and executing successful events
* Excellent organisational and project management skills
* Strong negotiation and budget management skills
* Excellent communication and interpersonal skills
* Ability to work well under pressure and meet tight deadlines
* Knowledge of health and safety guidelines and regulations
* Availability to work flexible hours, including evenings and weekends
* A positive attitude and willingness to learn and take on new challenges

If you are a highly organised and customer-focused individual looking for a challenging and rewarding role in the events industry, please apply with your CV and a cover letter.