



The Gujarati Association, Wolverhampton  
*Connecting our community*

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# VACANCY

## EVENT MANAGER

15 HOURS WEEK / £12 PER HOUR.

The Sitara Hall has been operating as an events venue for the past 6 years and has become a popular venue for weddings, birthday parties, receptions and religious events.

We are looking for a highly motivated individual with Events Management experience for the position of Event Manager.

### Experience

- The ability and desire to sell – *essential*
- Knowledge & experience of Event Management and Planning – *essential*
- Customer Service – *essential*
- Experience of using excel and word – *essential*
- Experience of working with volunteers and in partnership with other organisations, ideally within a community environment – *desirable*
- Knowledge and experience of Asian wedding events – *desirable*

### Skills and abilities

- Excellent communication (written & verbally) and interpersonal skills - *essential*
- Excellent organisation and time management skills - *essential*
- Confident and able to work on own initiative – *essential*
- Able to prioritise work and demands, in an often-busy and ever-changing environment - *essential*
- Able to work unsociable hours/days – *essential*
- A high degree of self-motivation and drive – *essential*
- Ability to speak Gujarati – *desirable*
- Ability to speak Hindi – *desirable*
- Live locally - *desirable*

### Main Duties

- Provide weekly update of new bookings, payments.
- Keep the booking diary up to date
- Open and lock up Hall as necessary for viewings and hirer meetings.
- Issue booking forms and receipts to hirers
- Record all bookings, invoices and user payments
- Follow up with client after event completion for feedback.
- Put resources in place to manage events , i.e. ensure staff are sourced and invoices paid
- Ensure a good level of stock for all items is maintained.

Please send your CV and expression of interest to: [jobs@gujaratiassociation.org.uk](mailto:jobs@gujaratiassociation.org.uk)

Application deadline: 30/04/2021