



The Gujarati Association, Wolverhampton
Connecting our community

Vacancy - Events Booking Officer

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 sales experience for the position of Event Booking Officer.

Experience, Skills and Abilities

- The ability and desire to sell – essential
- Customer Service – essential
- Excellent communication and interpersonal skills – essential
- Confident and able to work on own initiative – essential
- Able to work unsociable hours (mainly evenings and weekends) – 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

- Receive telephone enquiries and arrange time to meet the client, show the halls and take the bookings.
- Open and lock up Hall as necessary for Hall viewings and hirer meetings.
- Keep the booking diary up to date
- Issue booking forms and receipts to hirers
- Record all bookings, invoices and client payments
- Check with treasurer money has come into GA account for Bacs Transfer.
- Liase with the event manager.
- Update the committee with weekly bookings and money received for deposits and final payments.
- Follow up with client after event completion for feedback.

Payment

Salary will be £40.00 pounds per confirmed booking where a deposit has been paid by the client.

**Please send your CV and expression of interest to: jobs@gujaratiassociation.org.uk
Application deadline: 21st May 2021**