



The Lansdowne Club

The Lansdowne Club is a private members' Club in Mayfair, London, opening its doors to both men and women in 1935 and thriving today with over 8500 Members worldwide. Striving to be the best social, sports and residential Club in London, the amenities include: 73 bedrooms, fine dining restaurant, brasserie, café, ballroom, 6 function rooms and top of the range sports facilities including a swimming pool, steam room, squash courts, fencing, gym, studio, and treatments.

Our **Events Team** at the Lansdowne Club are now seeking to recruit a new:

Event Coordinator

Duties:

- Overseeing and managing all event operations
- Planning events while paying particular attention to time and budget
- Take telephone, email, and walk in enquiries
- Provide the banqueting team with daily briefings for upcoming events and - -
Supplying all event details including menus and dietary requirements, room set-up, AV equipment, timings, and special requests.
- Respond to all e-mail enquiries within 24 hours
- Conduct showgrounds of the venue with prospective and existing clients ensuring these are centred around the clients' specific needs and requirements
- Ensure all amendments are communicated to Banqueting Operations, Cellar and Kitchen
- Update Events clipboards
- Take events bookings in the absence of the Events Manager
- Chase all provisional bookings within 2 weeks of the booking being made
- Negotiate with vendors to achieve the most favourable term
- Overseeing issues that may come up at events and acting quickly to resolve problems

The ideal Event Coordinator

- Proven experience as Event Coordinator
- A proven track record of organising successful events
- Proficient in MS Office
- Excellent vendor management skills
- Knowledge of basic recruitment practices
- Outstanding communication and negotiation ability
- Well-organised with multi-tasking skills



The Lansdowne Club

- Able to handle stress and remain calm
- Problem-solving ability

In return for your hard work and dedication we are offering:

- A competitive salary
- Training opportunities
- Creative and friendly environment
- Generous recognition / award programmes
- Free meals in the staff canteen
- Uniform and free laundry and dry cleaning of work attire
- Automatic enrolment in the company's pension scheme

Please check our website for more information:

www.lansdowneclub.com

Please note that you must be eligible to live and work in the **UK** to be considered for this position.

Please check our website for more information:

www.lansdowneclub.com

Please note that you must be eligible to live and work in the UK to be considered for this position.

If you haven't heard from us within 14 days, please consider your application to have been unsuccessful.