



JOB VACANCY

TRAINEE EVENT
MANAGER

TRAINEE EVENT MANAGER

PRIVATE PARTIES | WEDDINGS | CORPORATE EVENTS
LOCATION – KINGS RD, CHELSEA



The successful candidate will have excellent client facing skills, and some hands on experience in catering or events in general. Peri Peri provides a wide range of events, from private parties, to corporate events and weddings.

The role requires the candidate to provide support in all areas of event management including, but not limited to, the preparation of accurate and detailed cost estimates for all on-site services, labour and supervision and for providing a detailed and accurate scope for the services being provided for.

A working knowledge of marquees, venue management, catering and production services is preferable, although on the job training will be supplied.

All Trainee Event Managers will be responsible for working under the supervision of a Peri Peri Senior event manager and for quickly learning how to maintain the accuracy of their estimates. This includes monitoring and analysing job costs, liaising with the a wide range of suppliers, tracking and communicating change orders, providing adequate follow-up, providing project projections to senior management and reconciling the final cost sheets.

Each Peri Peri trainee event manager is required to work late hours and weekends, due to the nature of the industry, and will be responsible for attending all events as required.

All Trainee Event Managers are required to know and uphold Peri Peri processes and procedures at all times.

COMPETITIVE SALARY & EXCELLENT PERFORMANCE BONUSES

For more information, and full job description please e-mail hr@periperi.co.uk