

Events Coordinator

A unique group with a passion for hospitality in Scotland and the UK.

We live and breathe tourism in Scotland and the UK and have done for over 15 years, now operating, managing and supporting services for over 1050 rooms and units across Scotland and have in the pipeline a further 360 before the summer of 2022.

Our purpose is to help the hospitality and events industry do more – deliver more, gain more and grow more.

Our spirit of entrepreneurship, innovation and market disruption has built up a diverse group of companies: Accommodation Services, Fusion Meetings and Events, Drysdale and Company to name a few, as well as building partnerships with many other hospitality businesses.

This new role will sit within Fusion Meetings and Events. We have a fantastic opportunity for a friendly and organised Events Co-ordinator to join our busy events team at our head office in Stirling.

Main duties for the role include:

- Venue finding; handling new enquiries via telephone & email
- Prioritising new & existing enquiries
- Delivering client proposals within time deadlines
- Managing & building relationships with clients and suppliers
- Organization of all aspects of events including travel & accommodation
- Liaising with our clients and suppliers from concept of event to delivery.
- Attending familiarization visits and supplier trips as and when required.

The ideal candidate

- will have experience in events or hospitality industry
- Is organised and can work under pressure and to deadlines.
- Is an excellent team player
- Should have strong communication skills
- Be accurate and have strong attention to detail
- Have a friendly and professional telephone manner

This is a full-time position, working Monday – Friday.

Salary: Up to £18,000.00 per year

Interested to find out more or apply? Just drop an email to recruitment@fusiongroupuk.co.uk