

Job Title: Venue Finding Assistant

Reporting to: Venue Finder

Salary:

### **The Company**

Make Events are a hugely experienced events agency in Manchester who have taken the industry by storm since we were launched in 2012 by founder Holly Moore. With a client list that reads like a who's who of the North West's most successful businesses, Make Events has grown rapidly and now employs a group of the industry's most talented people.

### **Purpose of the Role**

To assist the Venue Finder with all enquiries, admin, inputting information into systems, communicating with venues and clients on behalf of the company

### **Main Duties**

- Utilise internal system, the internet and own knowledge to assist with Venue Finding enquiries
- Release all venues in a timely manner if they are no longer required
- Maintain all commission invoice requests asking for automatic payment where possible to minimise administration
- Support and advise team members on suitable venues for their events based on client brief
- Support Venue Finder with making calls to venues and obtaining relevant information required for brief
- Inputting enquiries in internal system when they come through – there will be full training on how to use this system
- Inputting enquiries into internal system and making sure this is kept up to date - there will be full training on how to use this system
- Putting together proposals for meetings for clients – with the assistance from Venue Finder
- Commissions – bring responsible for commission claims and maintaining all commission invoice requests asking for automatic payment where possible to minimise administration.

*This list is not exhaustive and you will be required to undertake other duties as directed by your manager.*

### **Essential Skills, Knowledge, Experience and Interests**

- Full knowledge of Microsoft Office including Word, Excel, Outlook and PowerPoint
- Excellent verbal and written communication skills

- A good knowledge of finance is essential
- Confident phone skills
- Proven organisational skills
- Excellent attention to detail
- Must have an interest in finding venue not only in the North West but nationally
- Someone who is highly motivated and organised however does not have to have Venue Finding experience
- Please not this is a junior role within the company for someone who is looking to pursue a career in the events industry
- An interest in discovering new venues

### **Make Events Culture**

- Think about Make Events brand values and apply this to everything you do
  - Magic Touches
  - Confidence
  - Get Stuff Done
  - Anything is Possible
- Support the company vision – to be the go to event partner for any event for the North-West household names.
- Take responsibility for your own learning and development, maintaining and improving knowledge of the events industry.
- Be fully immersed in the industry and enjoy all of the opportunities that it brings you.
- Follow the Make Events company ethos of work hard, be nice.
- Putting the client first and constant asking yourself 'what is my clients customer experience NOW?'

### **Other Requirements**

- Current driving licence
- Ability to travel around the UK & overseas
- Flexible approach to working hours as live events may take place over evenings and/or weekends

### **Benefits**

- 25 annual holidays allowance plus bank holidays
- Discounts with various hotel groups for personal use
- Extra days holiday on your birthday (must be taken on your birthday or if it falls on a weekend day the Friday or Monday either side) it cannot be taken any other time unless it cannot be authorised on that day for business reasons.
- Option to buy holidays (up to 5 days per year)
  - If you buy the "payment" is taken off your salary at the end of the holiday year OR at the end of your employment (if sooner).
- Gym membership
- 2 days paid holiday to volunteer at a charity of your choice



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Date: