



RESTAURANT & EVENTS COORDINATOR

WELCOMING HOST WITH EXCELLENT SALES AND NUMERACY SKILLS

Acknowledge everyone by delivering genuine welcoming experiences
Disappoint no one by anticipating needs and organising memorable events
Make everyone feel special by liaising with clients to create their ideal experience
Solve anything by upholding outstanding levels of service
Ensure that nothing is ever fine, everything is always excellent

What about you?

Confident and experienced in hospitality, with a natural character
A clear, professional and engaging communicator with a warmth of spirit
An inquisitive, keen learner with a thirst for knowledge
An ambassador for Scotland, bringing a blend of enthusiasm and devotion
A hardworking, flexible problem solver determined to raise the bar
A cheerful and outgoing host offering a double measure of fun!



What will you be doing?

Coordinating and hosting lunches, dinners, meetings, conferences and parties
Seamlessly balancing multiple clients via email, over the phone and in person
Taking pride in our fabulous events spaces, keeping them clean and presentable
Accurately quoting prices, drafting proposals and issuing invoices to deadlines
Confirming events and processing payments using our bookings software



Contract	full time, 36.25 hours per week
Hours	Mon-Fri, occasional weekends, evenings and early mornings
Salary	£22,000 per year

You will be very busy balancing office commitments with hosting duties! However, our friendly events team will look after you and encourage you to reach your full potential through regular training and coaching.



What about us?

We are a team of friendly and passionate storytellers in a five-star visitor attraction, and our vision is to make the world fall in love with Scotch whisky! Why not have a look around our website, or to get a better feel for our team's enthusiasm, expertise and personality, why not read [our blog](#)?

Our events team create truly memorable and unique experiences for our clients. They are welcoming, level-headed and exceptionally organised.

Interested?

Do you think you'd blend into our team? Then we'd love to hear from you! You will have hosting experience, and maybe you've also done office administration? If so, your [application](#) will really stand out! But this isn't essential; just tell us why you'd love to join our team and what really stands out to you about this job!

We can't wait to meet you!

