

## Events Co-ordinator

Killruddery, the world-renowned Gardens and House in Bray, Co. Wicklow, cared for and lived in for over 400 years by the Brabazon family. Our mission is that every visitor leaves Killruddery, with a sense of belonging, having fostered a love and appreciation for the space. Set in 840 acres of a working farm, we grow and source all of our own vegetables, organic meat and eggs on the Estate.

We are looking for an experienced and energetic individual to join our team as our **full time Events Co-ordinator** and also provide short term coverage for our **Wedding Co-ordinator** whilst on maternity leave.

### Key Duties and Responsibilities:

- Produce and project manage events from conception through to completion.
- Up-sell and market all facets of our events and wedding business
- Meet prospective clients for show-arounds for weddings, private and corporate functions.
- Ensure a prompt and professional response and follow-up to sales enquiries.
- Liaise and maintain a relationship with other departments to ensure the effective, efficient and smooth running of events.

### The ideal candidate will be:

Efficient multi-tasker and highly organised with 2+ years' previous experience in events & weddings

Excellent customer service and negotiating skills

Detail oriented and standards driven

Excellent computer skills and telephone manner

Normal hours of work: 5 days across Monday to Sunday, normally 9am to 5pm, occasional evening hours may be required.