

JOB DESCRIPTION

Events Fresh Olive Apprentice

JOB DETAILS

Job Holder : TBC
Job Title: Events Fresh Olive Apprentice
Reports to: Events Director
Location: Comrie Office

JOB PURPOSE

This is a development role that will initially be responsible for supporting the Events Management team with all administration and supporting with the management of event personnel for Wilde Thyme events. this role will also ensure that all first line communications to the company are dealt with promptly and efficiently and in a courteous manner and complete administration duties as allocated.

KEY RESULT AREAS

- First point of contact on main phone line for all incoming calls
- Take initial enquiries from clients, both over the phone and through email giving initial advice and information about Wilde Thyme and what we can provide for the client
- Process initial enquiries ensuring they are on our booking system and have either standard menus sent out or that a full bespoke quote is prepared for the client giving the client timescales of when they can expect this and ensuring that we stick to this
- Supporting event management team with anything they require from ordering linen, cater hire, coordinating and booking agency chefs, liaising with clients, production of menu cards for individual events etc
- Respond to Trip advisor reviews
- Manage personnel for events
Office Administration as and when required
- Maintaining a clean and tidy reception area

COMMUNICATION AND WORKING RELATIONSHIPS

Communications with all members of staff and management is required periodically as is the day to day need to liaise with ad hoc personnel and any other external customers and clients

HEALTH AND SAFETY

As an important member of the Entier team with personal responsibility for the Health and Safety issues the post holder must ensure:

- Fully support and participate in all Entier safety initiatives.



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- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act.
- Complete Safety Warden Training if required