

EVENTS CO-ORDINATOR & WINE CLUB ADMINISTRATION | Full-Time

Overall Objective

Plan, organise and execute a diverse range of onsite and offsite events and assist with wine club administration and general office duties.

Individual Qualities

- Exceptional attention to detail
- Excellent telephone manner and skills
- Strong organisational and multitasking skills
- Willingness to learn, show initiative and be a positive "team player"
- Positive and happy attitude
- Excellent time management skills
- Systematic approach to problem solving, motivate and able to work under pressure
- Exceptional grooming standards
- Ability to work flexible hours including certain weekends to accommodate event and function schedule

Qualifications & Experience

- Experience as an events co-ordinator or similar role, preferably in the wine or hospitality industry.
- Microsoft Office competent
- Client Relationship Management and Stock Management Software experience and understanding
- Wine industry and product knowledge

Key Responsibilities & Duties

Event Coordination

- Planning and coordinating all events held on-site at the winery and also off-site in various locations
- Manage all event logistics
- Post-event analysis and reporting
- Manage calendar of internal and external events
- Develop and maintain strong relationships with key internal and external stakeholders
- Create innovative ideas on how to market and promote the venue, improve profitability and increase revenue

Wine Club Administration

- Assist with Wine Club database management, orders, promotion, despatch & follow ups

Office Administration

- Attend to incoming phone calls and email queries

Other

- Assisting in other areas of the winery and café as reasonably required.

Position Description



What's on offer

- Being part of an award-winning winery with beautiful surrounds
- Staff discounts on wine plus dining at Quartz Cafe
- Family friendly environment
- Monthly staff wine allocation
- Wine industry and product knowledge