



Food - Family - Fun

Event Coordinator

Salary: \$14.00 / per hour (Competitive Salary Based on Experience)

Skills Required

- A Guest- Centric Attitude
- Excellent Interpersonal & Communication Skills
- A Goal-Driven Mindset
- Attention to Detail

The **Event Sales Coordinator** is tasked with creating the “WOW” guest experience everyday within PartyHQs Birthday & Group parties department, while driving us towards our financial goals. Our **Event Coordinators** are often the first point of communication for our guests (current/prospective) - and are expected to build and nurture long-lasting relationships with internal and external guests. The Event Coordinator is the liaison between sales and operations to ensure that everything is perfect!

What makes a great Event Coordinator?

- 18 years of age
- The ability to multitask and work with various departments
- You have to be able to represent! We want fun and energy just bursting out of you when you tell our guests about all the cool stuff **PARTYHQ** has, does and will do to make their events the most awesome ever!
- The ability to build strong relationships through high-level communication skills, face to face, email and phone
- Proficiency in computer software including Excel, Microsoft Word, and Customer Relationship Management
- A strong attention to detail, strong organizational skills and the ability to focus under pressure
- A spark of creativity and an innovation driven mindset
- A desire to learn and grow within the company



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What will you be doing on a daily basis?

- Coordinating the birthday party or group event, working with sales and operations to ensure that everything planned takes place.
- All phone calls are always answered, and no message goes without a same day response!
- We strive for 100% "guest satisfaction." If they need something for an event, you and your team are on it!
- Exceeding budgeted group sales targets under the Sales Managers direction, community outreach, handling inbound phone calls, and upselling our most inclusive packages
- Embracing teamwork by assisting the Sales Manager in their development and execution of quarterly sales plans to maximize corporate and social market segments
- Developing and growing as an Event and Sales professional by attending and engaging in weekly sales meetings and by sharing strategic ideas to enhance the business
- Running it like you own it by enthusiastically communicating with all guests via face to face, phone, and email and by taking ownership of all follow-up
- Holding yourself accountable for measurable, high-quality, and timely results
- Proactively engage in outbound sales strategy/activity in an effort to grow event sales
- Workdays, nights, and/or weekends as required
- Work in noisy, fast paced environment with distracting conditions
- Move about facility and stand for long periods of time
- Read and write handwritten notes
- Lift and carry up to 30 pounds
- Must have regular and predictable attendance