



Job title: Events Co-ordinator (seasonal)

Location: Blair Drummond Safari & Adventure Park, FK9 4UR

Salary: £12.25 p/h

Benefits: Flexible hours, Staff Family Passes, 20% Staff discount in Park.

Working hours: Flexible hours over 7 days a week

The Company

Blair Drummond Safari and Adventure Park was opened to the public in 1970 and was, at the time, one of Britain's first safari parks. With over 400,000 visitors a year, we are now one of the most popular visitor attractions in Scotland and offer a world-class visitor experience that is exciting, educational and fun.

This is a new role and an excellent opportunity for someone wishing to gain event experience. Working as part of the sales and marketing team and based in the Management Office, you'll be supporting the administration and delivery of our private events, such as birthday parties and corporate functions.

The day-to-day duties

- Answering phone calls and emails
- Keeping accurate records of event requirements
- Communicating with colleagues in other departments
- Helping to set up venue space
- Greeting clients and guests
- Helping to ensure the smooth running of events on the day
- Ensure the database and function sheet is up to date

Knowledge, skills and qualifications required:

- Methodical and well organised with very good administrative skills
- Excellent telephone manner and written communication skills
- Good public speaking skills
- Able to manage different priorities in a calm manner
- Professional and well-presented
- Positive and enthusiastic
- A full clean driving licence.

What the company will offer:

- Full training.
- Uniform.
- Flexible working hours.
- Staff Family Passes.
- 20% Staff discount in Park.

To Apply:

Please email recruitment@blairdrummond.com with a copy of your CV and brief covering letter before Friday 13th May 2022. Please use Events Co-ordinator in the subject line of your email so that your application can be identified.