

**Hospitality Coordinator**

**Title:** Hospitality Coordinator

**Contract:** Full Time, subject to a 6 month probationary period

**Reports to:** Commercial Manager

**Working Hours:** 9am – 5pm**,** Monday to Friday. Plus Cardiff Blues match days, 3 International Hospitality Functions per season and other business events as required.

**Salary:** £18,000-£20,000 per annum depending on experience

The successful candidate will be responsible for the coordination of hospitality for all Cardiff Blues fixtures and International Hospitality events. Excellent organisation, interpersonal and communication skills are essential to ensure efficient and effective delivery for our corporate clients. The successful candidate will be the primary point of contact for more than 60 hospitality clients and ensure effective delivery of their contracts with Cardiff Blues.

In addition to this the successful candidate will be responsible for selling additional hospitality packages to existing clients, lead generation and other duties as required.

**Duties will include, but are not restricted to:**

* Day-to-day contact for all hospitality clients
* Coordinating despatch of match tickets for clients
* Coordinating catering orders with our internal bar team and external caterers
* Managing delivery of other commercial rights for hospitality clients
* Selling & coordinating Autumn and 6 Nations delivery
* Coordinating Cardiff Blues Business Club Events
* Keep an up to date record of all customer data through the CRM system
* Lead generation
* Other duties as required