



Job Title: Events and Facilities Coordinator

Full Time

About Asia House

Asia house is the leading pan-Asian organisation in the UK. We are based in central London in a beautiful Grade II listed Georgian building. Our building includes three grand Fine Rooms, Library, museum standard Gallery and a contemporary Studio, which we make available to clients for functions ranging from conferences to receptions. For more information on the work we do, please visit www.asiahouse.co.uk.

Job Purpose

We are looking for an Events and Facilities Coordinator to work in the Venue Hire department of Asia House. This is an entry-level position but a fantastic opportunity to work with a dynamic team in a growing business.

Key responsibilities will include: running events from set-up to close down, managing equipment and facilities, liaising with suppliers, showing clients around the venue, and providing administrative support.

This is a hands-on role. The Coordinator will be expected to pitch in to ensure smooth running of events. This means everything from setting-up the rooms, briefing and managing the waiting staff, welcoming clients and greeting guests. The Coordinator needs to be prepared to work flexible hours when required to, including evenings and weekends.

Key Responsibilities

Running Asia House Events from start to finish, ensuring their smooth delivery on a daily basis;

Events set-up and teardown;

Coordinating the staff on site, insuring a constant high quality of service;

Liaising with suppliers;

Meeting with clients for show rounds and appointments when necessary and ensuring all information is recorded;

Handling the venue's equipment and facilities;

Providing administrative support.

Skills & Experience

- Previous event experience essential
- Team player with a hands on approach



- Strong customer service skills
- Proven client handling skills
- Experience of working in a fast paced business environment
- Excellent interpersonal skills with the ability to converse effectively with a wide range of people and at all levels
- Strong attention to detail
- Experience in handling AV and conference equipment would be an advantage

Location

Asia House, 63 New Cavendish Street, London, W1G 7LP

Salary Band

£20,000.00 pa + Benefits

Probation Period

3 months

How to Apply

Please send a CV and cover letter to recruitment@asiahouse.co.uk, explaining why you want to join Asia House and how you meet the competencies set out in the job description.

Closing Date

6th May 2015