

Events & Hospitality Executive

A vacancy exists for the position of Events & Hospitality Executive, based in Chesterfield Derbyshire.

About Us

United Rental Group is a vibrant and energetic business that employs enthusiastic, and highly motivated people. You will be working alongside some great colleagues who love what they do.

United Rental Group owns and manages United Rental System, which is a Licensee network of some 580 plus independent vehicle hire companies, operating throughout the UK and Channel Islands from over 650 rental locations.

The role will report to the Commercial and Projects Manager.

Specific Duties

The role of Events and Hospitality Executive will be a key role within our Commercial department. The successful candidate will be the company lead for organising and managing all events and hospitality.

On a day-to-day basis the job will entail.

- Managing invitations and attendees for a busy calendar of company and hospitality events
- The responsibility for all events and hospitality communications internally and with customers
- Liaising with venues and event organisers to ensure successful delivery
- Ensuring the United brand is displayed as necessary
- A proactive and energetic presence at company events
- Follow-up communication with attendees to analyse the success of each event
- Support with general marketing tasks across the business

Skills

- Excellent verbal, written, presentation & communication skills.
- The ability to be able to prioritise workload effectively and be able to work on your own with minimum supervision together with excellent organisation skills.
- The ideal candidate for this role will have had at least 2 years' experience in a similar event and or hospitality position.
- Computer literate, including MS Word, Excel and PowerPoint.
- The successful candidate must be self-disciplined, self-motivated, be tenacious and show and demonstrate how 'you go the extra mile'
- Be able to handle and overcome objections and provide solutions to complex situations.

- The successful candidate must be prepared to attend events outside of regular office hours including some weekends.

This role involves working a 40-hour week, Monday to Friday, the shifts are between the hours of 8.00am and 6:00pm with one hour for lunch. Flexibility on this may be required periodically.

Salary: (depending on skills & experience)

Please send a written expression of interest to Kerry Apps along with your CV and current salary details at Kerry.Apps@URG.co.uk

Your covering letter should be no more than ½ of an A4 sheet of paper and your CV no more than 2 x A4. Please state your reasons for applying and your suitability to the role described above.

Closing Date: Applications to be received by 4th February 2022.

We're a great business with great people – be part of it!