



## **Job Advertisement**

### **Join the Sprout Food Group Family!**

**Position:** Sales & Event Coordinator

**Location:** City Fringe location (Hilton)

**Employment Type:** Full time

Are you an event enthusiast with a talent for multitasking, a passion for creating memorable experiences, and strong office administration skills? At Sprout Food Group, we pride ourselves on delivering exceptional dining and event experiences that leave lasting impressions. We're on the hunt for a **Sales and Event Coordinator** to manage our events and support administrative operations, ensuring seamless execution and delighted clients every time.

### **What You'll Do**

- Plan, coordinate, and manage all aspects of functions and events, from inception to completion.
- Manage phone and online reservations for Sprout Food Group restaurants
- Build and nurture strong relationships with clients, ensuring their vision comes to life.
- Collaborate with our culinary, operations, and marketing teams to deliver flawless events.
- Prepare and present tailored event and function run sheets.
- Monitor event budgets to ensure financial success and efficiency.
- Address client enquiries with professionalism and resolve any issues promptly.
- Conduct site inspections to showcase our stunning venues and offerings.
- Manage office administration tasks, including scheduling, maintaining records, and handling correspondence.
- Ensure all event and office processes are organised, efficient, and compliant with company standards.
- Maintain detailed records of all events, client interactions, and administrative activities.

### **What We're Looking For**

- Proven experience in event coordination and office administration
- Strong sales background with an appreciation for key performance indicators
- Exceptional organisational and multitasking skills.
- Strong communication and interpersonal skills
- Proficiency in office software and administrative tools.
- A client-focused mindset with a knack for problem-solving.
- Ability to work collaboratively with diverse teams.
- Passion for food, hospitality and delivering standout experiences.

### **Why Join Sprout Food Group?**

- Be part of a vibrant team passionate about food, hospitality, and innovation.
- Enjoy opportunities for professional growth and development.
- Work in a supportive and dynamic environment where creativity thrives.
- Make a meaningful impact by bringing events to life in stunning venues.

### **How to Apply**

Send your resume and a cover letter detailing your experience and what excites you about this opportunity to [career@sproutfoodgroup.com.au](mailto:career@sproutfoodgroup.com.au). In the email title state - (Your Name) Sales & Event Coordinator.

Applications close Friday 7<sup>th</sup> February 2025.

Let's grow something extraordinary together at Sprout Food Group!