



CAREERS

POSITION: EVENTS COORDINATOR, GLEN ANIL, DURBAN, KZN

START DATE: IMMEDIATELY

WHO ARE WE?

Accelerated Education Enterprises is committed to the upliftment of Africa through education. We are an education company offering principle-centered and value-based education solutions to schools and home schools throughout Africa. Our company is guided by Christian values and we are looking for an Accounts Clerk who shares our vision to join our team. We are located in Glen Anil, Durban.

WHO ARE WE LOOKING FOR?

We are looking for an Events Coordinator who is able to manage our annual events and conventions. The individual must be organised and able to manage a number of events and conventions throughout the year. The role involves project management at a high level as well as a lot of email/telephonic communication and face-to-face interaction with customers. The successful candidate must be professional, friendly and able to perform in high-pressured and sometimes unpredictable situations.

WHAT WOULD THE JOB LOOK LIKE?

The Events Coordinator will join the Marketing & Events team and will be required to:

- Develop and manage detailed project plans for each event
- Manage event budgets (setting, monitoring and reconciliation of budgets)
- Collaborate with internal teams to develop event plans and ensure that event vision and purposes are realised
- Work with external service providers and maintain good relationships with existing service providers
- Mobilise, motivate and monitor event teams with clearly defined roles and responsibilities
- Monitor availability and accuracy of information available to customers on the website, company brochures and other communication channels
- Facilitate planning and debrief meetings
- Attend and coordinate events that are out of town and sometimes run over several days
- Collaborate with marketing team to ensure that events are in line with company branding and vision
- Offer prompt and professional customer support
- Support delegates from outside of South Africa with planning requirements
- Support AEE teams in various provinces and countries with event planning and facilitation

WHAT QUALIFICATIONS AND SKILLS DO APPLICANTS NEED?

- National Senior Certificate Grade 12
- Computer Literacy
- Experience in event management and coordination
- Diploma/Certificate in Event Management an advantage

WHAT SOFT SKILLS SHOULD APPLICANTS HAVE?

- Attention to detail is critical
- Ability to work independently
- Ability to work well under pressure and meet expected deadlines
- Must be able to coordinate a number of events in various planning stages simultaneously
- Must be accurate, reliable and a methodical worker.
- Must have the ability to professionally liaise with other employees and customers
- Must have good written and oral communication skills
- Ability to 'think on your feet' and respond to unexpected situations that may occur at events

COULD YOU BE THE PERSON WE'RE LOOKING FOR?

If this sounds like you, please send your CV to hr@aeegroup.co.za

Please note: Applicants will be contacted to set up interviews if they progress to the interview stage.