



Job Description – Marketing and Events Assistant

Reporting directly to the Events Manager and using the Mise en Place (MEP) Mission as a guide, the objective of the Marketing and Events Assistant is to provide comprehensive administrative services and support to both the Events Department and Marketing Department. The ideal candidate will be responsible for following up on new client queries, putting together quotes using CaterEase Event Planning and Catering software, ensure calendars are kept updated, and briefing all departments of upcoming events. A good understanding of menu planning is required. Also assisting the Marketing Manager, the candidate will be tasked to build photo and video content for social media while attending various events. Furthermore, the candidate will assist in maintaining, updating, and executing social media calendars for various business entities that form part of Mise en Place Ltd.

This position will benefit someone who has experience in the hospitality industry with good organizational skills and is interested in digital marketing and gaining real-life experience at a diverse Caymanian company with multiple food brands.

Requirements:

- At least 2 years of working in the hospitality industry
- Impeccable oral and written communication skills with excellent email etiquette
- Excellent time-management and organizational skills
- Ability to work independently and collaboratively with a diverse team
- Mastery of social media platforms including Instagram, Facebook, LinkedIn and TikTok
- Keen eye for photography, with ability to take high quality photos and videos on a mobile phone
- Proficiency in MS Word and Excel

Responsibilities

- Following up with all new client enquiries in a timely manner and putting together quotes
- Dealing with inter-industry vendors/partners when organizing events
- Updating and maintaining event bookings and schedules in CaterEase
- Assist at events as needed
- Social media content building (photo and video library)
- Creating and posting well-edited social media content
- Assist in maintaining, updating, and executing social media calendars
- Be an ambassador to the company – always provide a favorable image of Mise en Place Ltd. to promote its objectives and enhance public recognition of all its areas of endeavor.
- Any other administrative matters related to events and marketing

Company Benefits:

Health Insurance, Pension, Mobile Phone, Daily Lunch.

Other requirements:

Applicants must have a no-convictions police record.

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.

How to Apply:

Qualified applicants can visit the following link to apply:

<https://miseenplace.bamboohr.com/careers/15?source=aWQ9Nw%3D%3D>