

# Early Hours

LONDON

**Role:** Event & Project Manager

**Job type:** Permanent

**Full time:** 40 hours per week

**Paid overtime**

**Applications:** Please email Latoyah Lovatt at [jobs@early-hours.co.uk](mailto:jobs@early-hours.co.uk)

## **Company Background**

Early Hours is a relatively young company based in London specialising in innovative floral displays and installations using a variety of materials not just limited to flowers. We have a wide customer base spread across both private and corporate clients. We aim to create a fun and enjoyable place to work while also providing a highly professional service to our customers.

## **Job Description**

We are looking for someone to join the team to manage the installation and events part of the business, You will be responsible for planning, budgeting and implementing the projects that are taken on in the business throughout the year. You will be required to manage the team to ensure that each job is executed to the highest standard while also ensuring that the client relationship is maintained through great customer service and communication. You will be required to manage the work studio and storage units we have by maintaining inventories and good practice to ensure materials and stock are kept in good condition and utilised well. You will work closely with the two company directors in terms of design and planning who will support you through each project where needed. This is a demanding role to undertake particularly at busy times of year such as Chelsea flower Show and the Christmas period so is not for the faint hearted. Due to the demanding nature of this role a competitive salary is offered to reflect this.

## **Tasks**

Manage the florist team, carpenters & crew  
Book freelance staff when needed  
Plan, budget & implement events & Installations  
Manage the work studio and storage warehouse  
Communicate with clients & suppliers

## **Skills needed**

The successful candidate for this role will need to have experience managing a team and maintaining motivation and morale within the team particularly while in pressured situations. The ability to delegate tasks effectively and efficiently is a must. You will need to have a solid background in either event floristry or set design or design fabrication of a similar nature to what we do. You will need to have an understanding of these projects to enable you to effectively plan the

logistics and organise the purchasing of materials for these projects effectively. Exceptional organisational skills are required for this high pressured role to avoid any delays or costly mistakes where possible and a great personable nature to communicate with the team and clients via email and face to face while on site working to ensure that both the team working for Early Hours and the clients of Early Hours have a great experience. You will be required to have a good grasp of written and spoken English and be an excellent overall communicator. A full UK driving licence will also be a requirement for this role and being comfortable driving a variety of sized vans is an additional benefit. The hours required for this role and working pattern will be dependent on the projects that are underway. Some project installations and events take place overnight and on weekends so you will need to be highly flexible with your working hours. The role is a mixture of being onsite, in the design studio and office based. To be successful at this job you will need to be happy to work in all of these areas. Attention to detail is an absolute key skill to uphold and deliver - you will be managing more than one project at one time so managing your time effectively is crucial.

**Qualifications needed**

Full UK driving licence