



Events Co-ordinator

Would you like to work for an award-winning boatbuilding company in Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers?

Cockwells is a global leader in building luxury motor yachts and superyacht tenders. We are looking for an organised and proactive **Events Co-ordinator** with strong logistical skills, experience in working in a fast-paced environment, and a background or degree in event planning and management.

This is a full-time position, working 40 hours per week from Monday to Friday.

Main duties & responsibilities

- Plan, organise and promote our attendance at national and international boat shows.
- Organise our annual Owners' Rally (a 3-day, multi-location client hospitality event)
- Organise internal events such as recruitment fairs, guest and VIP visits and staff parties
- Organise and host promotional hospitality events at yacht clubs and external venues
- Manage stock control, storage and distribution of event and marketing materials.
- Liaise with our PR agency to distribute news and maintain strong media relations. Assist in drafting press releases and editorial content as required.
- Contribute to the growth of our customer and media database.
- Support website updates and social media channels by producing engaging written and visual content when required

Essential skills and experience

- Previous events planning experience and/or events management degree qualification
- Ability to work independently and with the Marketing team to meet department objectives
- Proficient in Microsoft Office
- Ability to use Adobe Suite (or similar video/photo editing software)

Desirable skills

- A knowledge or passion for boats (training will be provided for the right candidate)
- Experience in updating websites (ideally in WordPress)
- Previous experience in a marketing role
- Photography or videography experience
- Understanding of social media platforms and how to create engaging content
- Copywriting experience
- Ability to speak additional languages

COCKWELLS MODERN & CLASSIC BOATBUILDING LTD

MYLOR CREEK BOATYARD MYLOR BRIDGE CORNWALL TR11 5NS
t: 0044 (0)1326 377 366 e: INFO@COCKWELLS.CO.UK w: WWW.COCKWELLS.CO.UK
VAT NUMBER: 791 0536 28 COMPANY REGISTERED IN ENGLAND AND WALES NUMBER: 5674848

**Location**

The South West Shipyard, Ponsharden, Falmouth

Salary

Salary is negotiable depending on experience

Interviews

Interviews will take place as and when suitable applications are received

How to apply

Please send your CV and cover letter to recruitment@cockwells.co.uk

We look forward to hearing from you.

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