



CONFERENCE & BANQUETING SUPERVISOR

Job Description

This is a fantastic opportunity at The Lough Erne Resort for anyone wanting to advance their career in the world of hospitality. The ideal candidate will assist with the management of all functions and events including corporate, weddings and private functions in relation to running the event, set up and after care. This is a very "hands on" client interactive, floor management position. The ideal candidate will have previous supervisory or leadership experience in Conference & Banqueting within a high end hotel or quality/luxury/5 star venue.

Job Responsibilities

- Your role is to ensure a smooth running of the conference & banqueting department ensuring all guests receive the highest standard of service at all times
- To ensure conference, meeting and banqueting rooms are set in accordance with the resort standard
- To coach and mentor team members
- To assist with team member training and new starter inductions
- To attend function sheet meetings

Applicants Must:

- Previous experience as a supervisor or assistant manager within the conferencing department
- Strong communication skills
- Excellent customer service skills
- Excellent interpersonal skills
- Ability to plan, multi-task and manage time effectively
- IT literate
- Able to work under own initiative and as part of a team
- Organisational and co-ordination skills
- Attention to detail

Employee Benefits of working within the Lough Erne Resort include:

- Competitive salaries
- In-house and external training courses provided
- Staff meals provided, free of charge
- Items of staff uniform provided, free of charge
- Free car parking
- Staff discount for accommodation, restaurant, spa and golf services