

# EVENTS CO-ORDINATOR

We are currently looking to recruit an experienced Events Coordinator to join the resort's events team. As an Events Coordinator you will meet with events bookers to secure business for the resorts function spaces. You will conduct show arounds of the property, explain packages and secure event business. In addition to completing function sheets for all details of booked events and updating the required resort computer packages.

## **The ideal candidate will have:**

- Proven experience of event coordination
- Previous experience of administration
- Have an excellent eye for attention and detail
- Expectational customer care
- Strong negotiation and communications skills

To build the existing accounts and develop new business for the hotel. To manage the day to day running of the conference and events office.

## **Duties**

- Accurately reflect the image of the hotel by personal contact and appearance at all times
- Maintain records of competitors, products, rates and developments.
- Set up and maintain, conference and events systems on Opera, Sales Files and Sales Records.
- Concentrate sales efforts in market segments which best reflect the needs of the Resort.
- Arrange in conjunction with the management team, client events.
- Deal with incoming conference and banqueting enquiries.
- Show prospective clients, bride and grooms and guests around the hotel with the aim of converting show rounds to sales
- Check and offer required availability and revert to the client within specified brand standards turnaround time
- Draft and send proposals as requested within 24 hours of receipt of enquiry.
- Liaise with reservations when accommodation is required
- Inputting of Rooming list to Opera when accommodation is a requirement of the event.
- Obtain the fullest client details on booking and enter onto a booking form and Opera files
- Optimise profitability from selling of meeting rooms and conference and banqueting with bedrooms
- Deal with all correspondence addressed to the events department and file accordingly

- Transfer all details onto weekly function sheets to ensure all details are up to date. Amend sheet daily and communicate all changes to relevant departments
- Research and make client appointments
- Keep clients advised of latest information regarding the hotel
- Issue completed function sheets from Opera on a weekly basis for the coming 10 day period.
- Issue and keep up to date relevant reports – both through Opera and Manually.
- Attend/chair weekly function sheet meetings
- To perform any other duties as requested by the General Manager

### **Health & Safety**

To be aware of and adhere to all Health, Fire and Safety Procedures and to remain vigilant to possible risks and ensure that anything of a suspicious nature is reported to management.

### **Miscellaneous**

Maintain high level of Standards, Personal Hygiene, Uniform, Appearance and conduct. To attend all meetings and training courses requested by your Departmental Manager or Human Resources and Quality Officer.

To continuously seek to improve your department's efficient operation and standards. To be fully conversant with the sales function within your departments and to take every opportunity to optimise sales.

- To assist with observing security measures for the hotel and report anything that may appear suspicious.
- To pass on all lost property to the Accommodation Department.
- To ensure all maintenance needs are reported to the Maintenance Coordinator/ Duty Manager.

### **Interested in applying?**

Please email your contact details and CV to HR Manager, Rachel Prothero:  
[rprothero@loughneresort.com](mailto:rprothero@loughneresort.com)