

EVENTS OPERATIONS MANAGER

Position: Events Operations Manager

The Event Operations Manager will hold overall responsibility for the planning and delivery of all operational aspects of our in-house events, contract events and relevant external events. They will be directly hands on in this role for our major events and contracts.

Duties:

Organise private functions such as weddings, parties, business functions, presentations, exhibitions, training events, conferences, sales promotions, product launches and dinners and dances.

Task will include:

- Planning each event to meet customer requirements
- Organising room layouts, equipment, menus and timetables
- Making sure that events run smoothly, dealing with any problems or last-minute changes
- Liaising with other staff, such as catering and guest services
- Managing budgets and sales targets
- Recruiting permanent and temporary staff
- Managing your food and beverage team
- Briefing staff and checking the room set-up before the event
- Ensuring the room is turned around, ready for the next event

Skills required:

An Events Operations Manager needs to be:

- Good at solving problems
- A skilled communicator and negotiator
- A good salesperson
- Good at looking after fine details
- Able to delegate
- Good at managing and training people
- Able to cope under pressure
- Quick thinking
- Able to do several things at once
- Good at presentations
- Financially aware and computer literate
- Flexible and creative
- Motivate and manage their team

Would suit:

Someone with impressive stamina and engaging social skills who stays cool under pressure. You'll need to thrive on managing a hardworking team and be able to inspire them to deliver memorable events for all types of client. In a nutshell, you need to be a strong leader who can pull a party out of a paper bag.

Benefits:

- Company events
- Company pension
- Discounted or free food
- Employee discount
- Gym membership
- On-site parking
- Referral programme

Ability to commute/relocate:

- Enniskillen BT93 7ED: reliably commute or plan to relocate before starting work (required)

Experience:

- Event Management: 1 year (preferred)

INTERESTED IN APPLYING?

Please email your contact details and CV to: hr@loughernerresort.com