

Events and Functions Coordinator

Location: Bournemouth, Dorset, BH11

Hours: Part-Time

Our client is a well-established and genuine Heathland course situated on 90 acres of high ground beside Canford Heath, offering a great place to play golf in Dorset.

Due to continued success, our client is currently looking to recruit an Events and Functions Coordinator to maximise the revenue potential from all corporate, charity and society golf events.

Key Responsibilities:

- The Events & Functions Coordinator is the primary contact for inquiries of available dates and information pertaining to club & private functions.
- Liaises with the various sections of the club, societies and other groups as to hosting requirements.
- Plans private events; including but not limited to dining room arrangements, confirmations and billing.
- Co-ordinates and administrates the computerized reservation system.
- Ensures upcoming event information is current.
- Provides necessary information to the applicable managers/supervisors.
- Responds to member/guest complaints immediately. Determines the complaint validity and resolves situation immediately. Reports pertinent issues to the General Manager.
- Welcomes member/host upon arrival at private functions and ensures that all requested details are executed.
- Design and develop departmental policies as required.
- Acts as secretary to the Club Social Sub-Committee and works with the Committee and General Manager to provide successful events.
- Maintain catering and special event files.
- Prepares and provides printed material required for the food and beverage department which includes but not limited to: menus, announcements, signage & place cards.
- Assist the General Manager with the management of the various clubhouse cleaning and maintenance contracts.
- Performs other duties as assigned by the General Manager.
- To administer, co-ordinate and liaise with corporate, charity and society organisers as to event requirements.
- To assist where required, on the day with the running of the events.

Experience & Skills:

- Experience with a POS system would be an advantage.
- Proficient computer skills; Microsoft Office (including Word, Excel, Publisher, & Outlook)
- 3 years' experience in event management.
- Excellent oral communication skills.
- Patient, professional manner and appearance.
- Ability to make people feel welcome and comfortable.
- Superior organizational skills with ability to adjust quickly to changes.

If you're the ideal candidate that our client is looking for, then send in your CV today by clicking the APPLY button below.