

CONFERENCE & EVENTS COORDINATOR

This stylish luxury hotel, Corinthia Palace Hotel & Spa is seeking to recruit an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality.

Job Responsibilities:

- Works closely with the Director of C&E and Groups & Events Manager to develop a greater understanding of the C&E events function and groups, sharing this information with all relevant parties.
- Demonstrates excellent creative skills to provide innovative set-ups, menus and functions for groups in collaboration with the Executive Chef, F&B, Banqueting and Sales team.
- Daily administration of the C&E office.
- Preparation of weekly programme, function pack and statistics.
- Make appointments for prospective new clients for Director of C&E.
- Effective answering of phone calls and responding to client's requirements.
- Maintains good diary management at all times.
- Assists in developing and sending proposals, contracts and pro-forma invoices and ensures adherence to the deposit, liability and cancellation guidelines in line with the company policy.
- Maintains the highest in standards of the meetings/group booking process to ensure a positive guest experience.
- Ensures that all daily activities are actioned and updated, and guest requests are identified & communicated to the relevant department in a timely manner.
- Works closely with the operations team for event execution whilst having the ability to quickly evaluate alternatives and decide on a plan of action.

The ideal candidate will need to have:

- Good command of English language, spoken and written.
- Outgoing personality.
- Have good organisational skills.
- Flexibility.
- Be computer literate.
- Be logical, accurate and able to handle multi-tasking.
- Be discrete and confidential.
- Be able to work in a dynamic environment.
- Be self-motivated, able to work under pressure and adhere to deadlines.



CORINTHIA

PALACE HOTEL & SPA

MALTA

- Food Handlers Licence.

The closing date for the above vacancy is 25 November 2018.

To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.