



## **Conference and Events Co-ordinator**

We have a fantastic opportunity for a talented individual to join us as a Conference and Events Coordinator for The Rum Warehouse.

Titanic Hotel, Stanley Dock, Liverpool is all about the restoration of one of the city's most historic and iconic buildings. As a World Heritage site it forms part of the Stanley Dock development overlooking the waters of Stanley Dock. The hotel has 153 stylish and spacious bedrooms, unique event space West Bay, Stanley's Bar and Grill, Rum Bar, Maya Blue Wellness and adjoining the incredible Rum Warehouse.

### **More about the position specifically:**

As Conference & Events Coordinator, you will provide efficient, prompt, courteous and proactive service to our customers, hence maximising Rum Warehouse revenue and exceed customer expectations.

You will be responsible for achieving a high standard of customer care, creating the ultimate customer experience within our busy & vibrant hotel. In return Titanic Hotel Liverpool will give you the opportunity to work on high profile and prestigious events, working alongside internationally renowned companies, coordinating diverse and exciting large scale events.

The role will allow you to develop skills necessary for future management roles within the events and hospitality industry and above all will be a challenging yet rewarding role within a high profile hotel in Liverpool.

### **As Conference and Events Coordinator your duties will include:**

- Issue proposals, contracts & invoices as required
- Ensure all sales opportunities & future leads are followed
- Conduct client show rounds
- Coordinating events; conferences, dinners, weddings and private dining from start to finish, liaising with the client in all aspects of the event and ensuring communication with other operational departments within the hotel.
- To create detailed function sheets for operational teams and hold weekly meetings to discuss events taking place and ensure a smooth handover.
- Provide any other administrative support

The right person must be a team player who can go beyond the guest expectations and who is able to take and give direction in order to achieve great success. Having a "Yes I Can!" approach to working life is essential for this position.

### **Skills and Experience required:**

- 2 years minimum previous meeting & events experience - essential
- Excellent interpersonal & communication skills
- Great eye for detail & quality
- Highly organised & flexible
- Enthusiastic & a team player Delphi is preferred but not essential
- General working knowledge of Microsoft package (Word, Excel, PowerPoint and Outlook)

### **What we offer:**

We offer staff (of all levels) a range of benefits. Once you have completed your 3 month probationary period, you will have access to 50% discount on food & beverage and competitive staff room rates to enjoy with your friends and family.



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Uniform is provided along with free staff meals on duty. We also run an Employee of the Month scheme, Long Service Awards and have recently enrolled all of our employees into the Hospitality Action Employee Assistance Programme.

The Titanic Hotel, Liverpool aims to provide a working environment that is enjoyable, unique!

If you feel you meet the criteria listed above and believe you are a Conference & Events Coordinator who possesses flair, style and efficiency, we would love to hear from you.

If you have the required experience only, please send your CV to  
[titanichotel.hr@titanichotelliverpool.com](mailto:titanichotel.hr@titanichotelliverpool.com)

**Closing Date to Apply: Monday 20<sup>th</sup> May 2019**