



Conference/Events Coordinator

The Vintage is the spectacular setting of our award winning golf course and the internationally acclaimed hotel, Chateau Elan at The Vintage which has been awarded Gold in the Luxury Accommodation category of the NSW Tourism Awards; is one of Australia's largest day spas and offers 100 luxurious suites and villas. We have a number of beautiful Function Rooms, as well as a Chapel.

We have an exciting opportunity available for a professional, polished and experienced **Conference/Events Coordinator** to join our team. This role is a rare opportunity to work within the luxury accommodation and resort hospitality sector.

You will be responsible for:

- Provide efficient, friendly and professional service to all guests
- Coordinate all Vintage Golf and Leisure events
- Follow up with clients and closeout all Golf and Leisure event billings
- Process payments for in house events
- Assist with weddings, conferences, events and site inspections as required
- Support the Director of Conference & Events in the development of business plans for the Events Department and help implement strategies for events
- Distribute detailed and accurate Banquet Event Orders (BEO)
- Assist with Function Operations team as and when required

Successful applicants must possess the following skills and attributes:

- Minimum 3 years' experience within a similar role
- Proven expertise with establishing and maintaining close relationships with clients
- High level of communication and negotiation skills; both verbally and written
- The ability to work as a valued team member and work closely with the Events Department, along with all other internal key stakeholders
- Ability to work pro-actively under pressure
- Must be available to work a spread of hours across 7 days of the week. This position requires regular weekend work.
- Current Responsible Service of Alcohol (RSA)
- Proficient in the use of Microsoft Office Programs
- *Opera Fidelio experience is desirable*

This role will certainly appeal to individuals with a strong work ethic who enjoy a challenge and thrive on variety.

Please submit your application, including a **current CV** (including references) and a **covering letter** on how you meet the position requirements, to hrassistant@thevintage.com.au

We appreciate the time you have taken to apply for this role, along with the effort that goes into submitting an application, however only those applicants successful in gaining an interview will be contacted. Thank you for your understanding with this decision.