



## **Events Coordinator**

### **Job Description**

**Reporting to:** Director of Marketing & Events

**Working with:** General Manager  
Weddings & Events Manager  
Director of Golf  
Head Chef  
F & B Management  
Financial Controller

### **Primary Purpose:**

We are currently looking for a successful and enthusiastic Events Coordinator to produce events from conception through to completion. You will primarily coordinate weddings, private and corporate functions in the Clubhouse and Castle. Event coordinator responsibilities include providing outstanding customer service and organising memorable events that meet quality expectations. You will primarily coordinate

### **Key Responsibilities:**

Your main areas of responsibility will include but are not confined to:

- Operate and maintain a computerised system (Jonas & HubSpot) for responding, co-ordinating and tracking all sales enquiries, booking and availability. (Full training will be provided).
- Meet prospective clients for show-arounds for private and corporate functions at the Resort.
- Generate quotations for prospective bookings and timely follow ups.
- Liaise with clients in relation to co-ordinating the intricate details of their events.
- Monitor, co-ordinate and communicate event bookings, ensuring accuracy of billing and information, maintaining up to date profiles, and recording client feedback post event.
- Generate sufficient information for invoicing of events.
- Maximise resort revenue and guest satisfaction by ensuring the accurate and effective processing of private and corporate functions, through effective key account management.
- To serve all our guests in a friendly, efficient and professional manner.
- To deal with any customer complaints in a professional and efficient manner, ensuring guest satisfaction at all times.
- To attend weekly function meetings.

- Liaise and maintain a relationship with other departments to ensure the effective, efficient and smooth running of events.
- Ensure a prompt and professional response and follow-up to sales enquiries. Communicate to the Marketing & Events Director on a weekly basis on the status of enquiries and bookings.
- Any other duties relevant to your skills that may be assigned to you by the Company.

Adherence to Health & Safety Procedures and other Company Policies and Procedures is also required.

**Requirements:**

- Minimum of one years Event experience required
- Must be an efficient multi-tasker, highly organized, and detail oriented
- Excellent communication and organizational skills; reading, writing, and oral proficiency in the English language
- Proficient in Word, Excel and PowerPoint
- Proficient in all social media channels
- Excellent organizational skills
- Customer-service orientation
- A team player

**Remuneration:**

- Competitive Salary
- Laptop
- Meal on Duty
- Parking
- Training & Development
- Social events
- Career progression
- Complimentary golf

**Contact:**

Please send CV and Cover Letter to:

Jessica Joyce  
Director of Marketing & Events

Tel: 01 860 9503

Email: [jjoyce@luttrellstown.ie](mailto:jjoyce@luttrellstown.ie)

Closing Dates for Applications is Friday 12th October 2018.

Luttrellstown Castle Resort is an equal opportunities employer.

Please kindly note we do not need the assistance of recruitment agencies at this time, thank you.