

Senior Meetings and Events Executive – Group Hotels

As Senior Meetings and Events Executive, you'll make sure all our client meetings and events run smoothly - acting as both brand ambassador and trusted partner, connecting internal teams to deliver a seamless experience for planners, hosts and meeting attendees. You will support the hotel teams to ensure a memorable guest experience is delivered and monitored.

This is a permanent, 40 hour per week position working across our 3 hotels in Telford (Holiday Inn Telford-Ironbridge, Ramada Telford-Ironbridge and International Hotel). Flexibility is required as the role will involve a variety of working patterns including days, weekends, evenings and occasional overnights, dependent on what events we are hosting.

What you will be doing.....

- Conduct pre-event and post-event meetings with clients and colleagues to continuously improve the guest experience.
- Build long term relationships with planners and hosts to increase loyalty to our brands.
- Working alongside the wider team to upsell client events, manage function room space and maximize hotel profit.
- Provide administrative support where required.

Benefits

- £23,920 per annum
- Meal on duty
- Birthday meal voucher*
- Free leisure club membership*
- Reduced rates at thousands of hotels worldwide*
- Ongoing training and development to suit your career choice
- Access to exclusive discounts with various retailers, travel companies, theme parks, cinemas and more.
- Free on site parking
- Free & confidential 24/7 employee support helpline to help you deal with whatever life throws at you
- (*Subject to a qualifying period)

What we are looking for.....

Essential:

- GCSE (or equivalent) pass in both English and Maths
- Knowledge and experience of Microsoft packages, including Word and Excel
- Good communicator, with excellent planning and organisational skills
- Operational experience working in Food and Beverage in either Hotels with conference facilities or Events/Hospitality Venues
- Administration skills/experience
- Ability to work to tight deadlines
- Excellent problem solving skills

- Proof of right to work in the UK

Desirable:

- Health and Safety qualification
- Food Hygiene qualification
- Database Management experience
- Event Management/Wedding co-ordinator experience
- Ability to assist in developing budgets from information provided
- Tenacity to spot a sales opportunity and act on it

How to apply

Please complete our online application form. Alternatively, email your CV to jobs@southwatereventgroup.com clearly stating which role you are applying for.

Southwater Event Group comprises of 3 hotels (Holiday Inn Telford-Ironbridge, International Hotel Telford, Ramada Telford-Ironbridge), The International Centre, Telford and Stagecraftuk events production.

If you are not contacted within 3 weeks of submitting your application, you may assume you have not been selected for interview. Due to the volume of applications we receive, a letter of regret will not be sent to you.

For information on how applicant data is stored and processed, please see our Job Applicant Privacy notice which can be found on the careers page of our website: <http://www.southwatereventgroup.com/current-vacancies/>