THE GREAT HALL

Sales and Event Coordinator – Job Description

OVERVIEW

The Sales & Event Coordinator for The Great Hall will be primarily focused on the Wedding Sector. This is a fast paced, beginner role that is perfect for someone who is detail oriented and looking to get involved with a passionate and growing company.

The position will be responsible for all Wedding inquiries and details from the initial phone call through to the end of the wedding event. The Ideal candidate will ensure the integration of key messaging from the venue and support the existing initiatives of the venue.

KEY RESPONSIBILITIES, including but not limited to:

* Responding to all Wedding inquiries through the channels of wedding wire, direct email and phone calls
* Manage all aspects of the event planning process for weddings and associated events including proposals, site visits, contracts, advance sheets, set up & delivery, day of event management
* Performs other miscellaneous duties as assigned
* May be required to work on events outside of the wedding sector

KEY COMPETENCIES:

* Superior organization skills required, including the ability to manage competing priorities
* Accountability to take full ownership for everything you do
* Hunger for continuous improvement and a desire to be challenged
* Team spirit and the ability to work well within a small, high-performing team
* Flexibility to adapt to changing requirements
* Communication skills that allow you to get points across clearly and concisely
* Strong customer service mentality
* Business acumen that helps you understands direct selling and Sales objectives
* Ability to work independently when required
* Ability to work various hours and days of the week
* Strong grasp of the English language

MEASURES OF SUCCESS:

* Ability to achieve sales targets
* Executional excellence of key Events

EDUCATION & EXPERIENCE

* 2-3 Years of event coordinating experience
* Experience in direct sales
* Hospitality experience an asset

Submit cover letter and resume to the attention of jobs@thegreathall.ca.