



CARDEN PARK
CHESHIRE'S COUNTRY ESTATE

Senior Event Coordinator

Department: Sales

Reporting to: Sales Office Manager

The Ideal Candidate:

- Possess exceptional standards of customer care
- Be pro-active and reactive
- IT literate, a good communicator and flexible
- Delphi and Opera knowledge desirable
- Have previous and proven experience in a similar role within a similar environment

The Role:

- To coordinate all event details including Weddings, Conferences, Meetings, Banqueting Events, Celebrations & Sporting Events
- To produce a function sheet that reflects customers' requirements
- Liaison with internal and external contacts to understand each event fully through face to face meetings, email communications and telephone contact
- Handling customer enquiries efficiently and in a timely manner with all information to meet their requirements
- Maximise revenue opportunities with up-sell of additional hotel services, facilities and items
- Continuous checks of event details, both pre-event, during event and post-event for feedback

We have free transport from the Wrexham and surrounding areas. Applicants should have their own transport if living outside of this area due to lack of public transport.

If you require more information, please email reruitment@cardenpark.co.uk
or call 01829 731541