

THE *Fairmont*
SOUTHAMPTON

The Fairmont Southampton is a premier luxury resort and regarded as a leader in the hospitality industry. Our mission is to turn moments into memories for our Guests. An exciting hospitality career awaits you if you are committed to providing our Guests with an authentically local experience through providing warm and engaging service.

CONFERENCE & CATERING SERVICES MANAGER

Reporting to the Executive Director and Director of Conference Services & Catering, responsibilities and essential job functions include but are not limited to the following:

Responsibilities Include:

- Contracting and managing Destination Weddings
- Planning Corporate Meetings and Incentives Programs
- Contracting and managing socials, catering weddings and events
- Establishing and maintaining rapport with clients, prior to, during and post event/conference, encouraging repeat business
- Organizing event/conference bookings from date of booking to departure, including meeting requirements, guest room requirements, guest room pickup, food & beverage and audio visual
- Sales Calls via phone and in person
- Creating floor plans for each event to ensure banquets and clients are in agreement
- Initiating billing procedures, ensuring any deposits and/or credit applications are received with adequate information and within an acceptable time frame
- Conducting pre-conference meetings with clients and pertinent departments to confirm all relevant details are communicated
- Conducting and/or attending daily meeting to review event contracts and ensure changes are communicated with appropriate departments
- Following all policies, procedures and service standards
- Other duties as assigned

Qualifications:

- University/College degree in a related discipline preferred
- 3 to 5 years previous experience with leadership experience within a similar role required
- Excellent communication skills (written and verbal), interpersonal, team, problem solving, multi tasking required
- Proven record of accountability and dependability
- Knowledge of the OPERA system
- Proficient with Microsoft Office Suite applications required

Schedules: Irregular hours including nights, weekends and public holidays apply to these positions

All successful candidates are required to work cohesively as part of our team in a demanding, multi cultural diverse environment

Apply Online To:

www.fairmontcareers.com

**Human Resources: 101 South Shore Road, Southampton SN02/
Telephone (441) 238-8000/Fax: (441) 238-0680**

Closing Date: 6 May 2015