



**The Mid Ocean Club (MOC)**, an equal opportunity employer, invites applications for the following position:

## **FOOD & BEVERAGE (F&B) COORDINATOR**

The F&B Coordinator is responsible for organizing MOC events and for providing administration support to the F&B Department. Responsibilities include:

### **Events**

- Assist Members with planning special events which includes, booking venues, assisting with the development and design of menus, organizing entertainment and decorations
- Assist with organizing internal F&B functions
- Develop detailed plans for catered event in accordance with MOC's F&B Committee requirements
- Participate in the coordination of MOC's social activities and functions, and has responsibility for all related correspondence
- Assist Members, their guests and MOC colleagues with F&B related special requests

### **Administration**

- Provide administration support to the Club House Manager
- Maintain Member files for all events ensuring that event bookings are accurate and updates are provided on a timely basis
- Record, transcribe and circulate minutes of the weekly F&B meetings
- Assist with developing and designing F&B sections of MOC newsletters, flyers and other publications
- Maintain the Food & Beverage vendor contact list
- Perform ad hoc duties as required

### **Qualifications, skills and experience:**

- Degree in Marketing/Event Planning or a related discipline
- Minimum two (2) years' experience in a similar position, preferably in the hospitality industry
- Exceptional interpersonal, oral and written communication skills
- Excellent computer skills

Interested applicants may e-mail a résumé with two professional references to [recruitment@moc.bm](mailto:recruitment@moc.bm) or deliver them to the Mid Ocean Club, 1 Mid Ocean Drive, Tucker's Town, St Georges. Attention: Human Resources.

**Closing Date: 6 September 2017**