



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

## **EVENT COORDINATOR**

Reporting to the Club House Manager the Event Coordinator is responsible for organizing MOC events (including weddings, parties, corporate events and meetings) and for providing administration support to the Food & Beverage (F&B) Department. Key responsibilities include (but not limited to):

- Communicate with members and guests wishing to host events at the Club
- Book venues and entertainment, order supplies and decorations
- Assist with menu design and develop detailed plans for catered events in accordance with MOC's F&B Committee requirements
- Assist with organizing internal social activities and functions
- Provide administration support to the Club House Manager and F&B team
- Assist with designing F&B sections of MOC publications
- Attend weekly F&B meetings and record minutes

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

- Degree in Marketing/Event Planning or a related discipline together with minimum 2 years' experience, preferably in the hospitality industry
- Exceptional interpersonal, oral and written communication skills
- Excellent computer skills; experience with NorthStar is an asset

Email a current résumé and two employment 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: 15 March 2018