



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 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