

The Hamilton Princess & Beach Club is a symbol of luxury and service.  
The Hotel embraces the future as the premier luxury travel destination in Bermuda.



## HAMILTON PRINCESS

BERMUDA

HOTEL • BEACH CLUB • MARINA

BERMUDA'S LUXURY URBAN RESORT

**WE ARE ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS.  
APPLICANTS MUST BE AWARE THAT IRREGULAR HOURS, INCLUDING SPLIT SHIFTS,  
AND PUBLIC HOLIDAY WORK MAY BE REQUIRED.**

### CATERING AND CONFERENCE SERVICES COORDINATOR

#### Summary of Responsibilities:

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

- Consistently offer professional, engaging proactive guest service while supporting fellow colleagues
- Establish and maintain a positive rapport with clients, prior to, during and post conference, exceeding their expectations and encouraging repeat business
- Obtain and confirm event-related information with clients including but not limited to meeting specifications, audio visual, rooming lists, technical needs, exhibit needs, food and beverage requirements etc.
- Organize and distribute group resumes, conference agendas, event orders, floor plans, etc. to all operating partners accurately and in a timely manner according to departmental and Corporate standards
- Organize catering and/or convention booking files from date of departure and maintain accurate activities within files consistently
- Respond to all wedding enquiries and leads, as well as general enquiries in an informative and timely manner
- Act as departmental liaison with customers, in the absence of the Conference Services Manager/Director
- Conduct site inspections as required
- Provide administrative support and /or coverage to other departments as required

#### Qualifications:

- Minimum of 2 years experience in an administrative role
- A Secretarial diploma from a recognized institution or a University/College degree in hospitality or a related discipline would be advantageous
- Previous experience in a luxury hotel environment is preferred
- Strong verbal and written communication skills including the ability to compose grammatically and tonally correct correspondence
- Excellent interpersonal and problem solving skills
- A strong desire to develop and grow within the hospitality industry and to participate in a wide range of related activities is strongly preferred
- Ability to multi-task and take direction from multiple sources, while prioritizing and maintaining control over workload
- Proven ability to focus attention on guest needs, remaining calm and courteous at all times
- Proven ability to work cohesively as part of a team in a multi cultural, fast paced environment
- Knowledge of computerized Conference Services systems preferred with emphasis in Micros, Opera, S&C, Meeting Matrix and Microsoft Office programs an asset

**Closing date for applications: Monday July 23rd 2018**

Apply online at  
[www.fairmontcareers.com](http://www.fairmontcareers.com)

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