

Best Western Cresta Court Hotel

ALTRINCHAM

CAREERS



Conference & Events Co-ordinator

The Cresta Court Hotel are looking for a new member of their Events Team.

Boasting a 1.5 million renovation the Hotels newly refurbished suites are popular for all events including weddings and conferences.

Located in the heart of Altrincham we are a very busy hotel for both business and leisure guests. Representing the Hotel we need you to help us consistently exceed guests expectations. A positive, can do attitude and a smile is a fantastic start.

Actively working as part of the Sales Team to increase profitability. You must have excellent organisational skills to plan each individual event with interpersonal skills over the phone, via email and face to face.

As Events Coordinator you will be responsible for new enquiries, inputting the details onto the system (knowledge of Opera Sales & Catering essential), conducting showrounds of the facilities, creating contracts, checking function paperwork, continually keeping in contact with your client to ensure their event is seamless, effectively communicating to the operational departments.

Highly motivated to work in what can be a challenging environment, a proactive, driven individual that remains calm under pressure would fit into our friendly team.

This a great opportunity for a passionate Events Coordinator who is ready take their next step.

The department operates Monday - Saturday, you will be expected to work 40 hours over 5 days. Saturdays being covered by rota. However, a flexible approach is required to ensure consistent delivery of guest expectations.

Ultimately, you will be passionate about events. It's all in the detail and you will be delighted to take ownership of every aspect of your event bookings.

Please forward your CV as soon as possible as interviews will be taking place to shortlist candidates immediately.

In order to process your application to any of our vacancies please forward you CV in word document to Polly.Coulson@cresta-court.co.uk

Wherever Life Takes You, Best Western Is There®

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Each Best Western branded hotel is independently owned and operated