



Beautifully simple, yet simply beautiful, the Grand Central brings the new era of modern hotel luxury to Belfast with its timeless design, classic service and true style that promises all guests a captivating experience.

The Grand Central is Northern Ireland's largest hotel, boasting the best views of Belfast as well as being a great place to work.

Hastings Hotels are now offering an amazing opportunity for an exceptional hospitality professional to apply for the position of **Events Co ordinator**.

**Vacancy Title: Events Co ordinator.**

**Location: Grand Central Hotel, Belfast**

**Working Hours: Full Time (Permanent) Mainly office hours Monday – Friday with occasional evening and weekend hours**

**Reference: 19/GC/028**

**Key Duties will include:**

- Managing conference and event bookings to ensure maximum customer service and maximum revenue
- Ensuring the efficient operation of selling and booking Christmas functions and events
- Actively converting customer enquiries into confirmed sales to develop future and repeat business
- Ensuring effective communication with clients and operational departments
- Meeting with clients, carry out showrounds and organise wedding fairs
- Checking customer satisfaction post event and resolve any outstanding issues and securing future sales leads
- Seeking and continuously developing knowledge relating to the industry sector and competitor activities
- Promoting and increasing the Hotel's position within the local market and further afield
- Developing and maintaining relationships with colleagues, and with clients and businesses
- Ensuring the delivery of Hastings service standards; and quality standards and procedures

**Essential Requirements:**

- GCSE grades A-C in English and Maths or the equivalent
- Excellent IT and communication skills
- A smart, well groomed appearance
- Previous events experience gained within the hotel or travel industry

- Ability to 'close' a sale

**Desirable Requirements:**

- Applicants will hold a third level qualification

This is an exciting yet demanding role requiring a confident individual who can deliver a standard of service synonymous with the Hastings brand.

The Events Co ordinator role is a full-time position with a competitive salary on offer.

To apply, please forward your CV together with a covering letter of application to [hres@gch.hastingshotels.com](mailto:hres@gch.hastingshotels.com)

**Closing Date: 30<sup>th</sup> August 2019**