

POSITION TITLE: Event Manager

Employment Type (FT,PT,Contract): FT, Permanent

Rate of Pay:

Job Location: The Lakeview

Hours of Work: 40 hours/ week

Start Date: ASAP

Application Deadline: July 31, 2018

COMPANY NAME: Carmen's Group Inc

Street Address: 77 James Street N, Unit 300

Phone: 905-381-9842

Fax:

Email: khatch@carmensgroup.com

Website: <http://carmensgroup.com/>

General Description of Duties:

- Work alongside the Sales and Event Coordinator to determine the event requirements**
- Get to know the guests; be able to comfortably answer any questions a guest may have; ensure guest satisfaction throughout meal service and event**
- Identify staffing needs, recruit and train new team members as needed; create weekly schedules for the service team members**
- Participate in regular meetings to discuss current operations and upcoming events**
- Ensure smooth and timely operations for The Lakeview's on site events**
- Maître' D and serve events as required**
- Immediately handle and rectify any guest complaints and concerns as required**
- Supervise all staff during events, including leading by example and demonstrating superior customer service skills**
- Make a difference in the lives of each and every one of our guests by directly contributing to their extraordinary experiences**
- Exercise good judgment and demonstrate leadership abilities**
- Drive positive change in the organization**

Skills and Experience Required:

- Friendly, professional and customer service focused**

- Excellent leadership, communication and organizational skills**
- Adaptable, team player**
- Ability to build rapport quickly with guests**
- Post-secondary education in a related field is considered an asset**
- 1-2 years supervisory experience in the hospitality/tourism industry is required**
- Previous experience in event service is required, Maître' D experience or Event Management experience preferred**
- Able to work on a variable schedule including nights and weekends**

How to Apply:

Email resumes to esimon@carmensgroup.com or apply online at <http://carmensgroup.com/careers/>

Please include your portfolio or a link to your website highlighting your work

Carmen's Group makes certain there is an equal employment opportunity for all employees and applicants for employment. Carmen's Group will strive to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify Human Resources upon scheduling your interview.

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