



Job Description: Sales & Event Coordinator

Clovelly is looking for an enthusiastic professional with a passion for event management. We host over x events each year – from weddings to corporate meetings to private parties. We're looking for that special person to deliver a flawless experience for the client, showcase our team, and grow our event business.

We have:

Three food & beverage venues
Two golf courses
A stellar team
An open mind for new ideas

You have:

Confidence and ambition
A keen eye for details
A strong work ethic
A magnetic personality

This job is for you if:

You are an administrative guru who loves to organize and plan. You anticipate needs, discern priorities and meet deadlines. Time management is your jam. You are accurate and thorough – nothing falls through the cracks.

You love to solve problems and work independently. A changing environment with tight deadlines presents an exciting challenge. You anticipate problems and have a reputation for being unflappable.

You are a self-starter who takes initiative. You are results driven and find success in building strong relationships with your clients and your team. You are empathetic to people's needs. You have fun and share success. Communication is your forte.

Special Skills:

Event management experience is preferred; food & beverage experience and/or golf knowledge is an asset
Strong computer skills, especially Microsoft Office

Core Values:

To fit in with our team and excel in our work environment, you need to be proud of how you act, go the extra mile, embrace change and make it fun!

A typical day could include any (or all) of the following:

Sales – quotes and contracts... upselling and cross selling ... following-up for feedback and rebooking.
Service – gathering the information to ensure event success ... communicating all needs internally
Administration – reporting (pace report / prospect list) ... accounting (deposits / invoices) ... maintaining accounts

Other details:

Reporting directly to the Operations Manager, and working closely with our food and beverage team, your success will be measured by specific KPI's - revenue, conversion rate (inquiry to contract) and customer satisfaction - along with the overall value you bring to the team. Your compensation will be commensurate with your experience, and will include a base salary, gratuity, bonus structure, and other company perks.