

JOB SUMMARY

EVENT OPERATIONS SUPERVISOR

(FIXED TERM CONTRACT)



Join our Team!

We are seeking a dynamic Meetings and Events Operations Supervisor to join our team! In this role, you will oversee the seamless delivery of meetings, conferences, and events, ensuring exceptional experiences for our guests.

Your Role:

- Supervise and manage the setup, execution of meetings, events, and banquets to ensure smooth operations and client satisfaction.
- Coordinate event details, including room setup, catering needs, and decor, while liaising with other departments such as F&B and housekeeping.
- Lead and train supporting staff, ensuring they are knowledgeable, efficient, and provide exceptional service during events.
- Ensure all events comply with health and safety standards, including food safety regulations and crowd control.
- Conduct post-event assessments, gathering feedback to improve future events.

About You:

- Previous event operations experience in a fast paced environment an advantage.
- Excellent communication and multitasking abilities.
- Professional demeanour, attention to detail, and strong organizational skills.
- Ability to deliver exceptional guest services with a friendly and welcoming personality.

This is a fixed term contract: March to October
with the opportunity to convert to permanent contract

Schedule - 5 days per week

Shift - based on rota, including bank holidays and weekends

Salary: £30,000 pro rata per annum plus a share of service charge

Why Join Us?

- Benefits : Competitive salary, hotel discounts, staff uniforms, duty meals, employee of the month/year schemes, birthday voucher, participation in share of service charges and free onsite parking.
- Environment : Work in a welcoming and dynamic team, with regular staff events.
- Career growth and learning and development opportunities.

Make every guest's stay memorable with your dedication and exceptional service!

APPLY NOW!
Submit your CV to jobs@comishotel.com