

# LA MON

## HOTEL & COUNTRY CLUB



We are currently recruiting for a Wedding and Events Executive to join our growing sales team at La Mon Hotel and Country Club.

Based in modern and contemporary surroundings you will be required to contribute to the hotels success. You should have a dynamic, personable nature, can do attitude and an eye for detail.

You will know and understand what it means to deliver amazing hospitality and will thrive on the challenge of always surpassing our customers and guest's expectations. You will be expected to achieve a level of service through the constant monitoring of our established brand standards. As a result, you should be highly attentive to detail and be capable of delivering consistent standards. In this type of industry, teamwork is key. You should be able to be a strong team player willing to lend a hand wherever needed.

### **Why choose us?**

We work towards the highest levels of guest satisfaction; as such you will be part of an award winning team who deliver amazing hospitality consistently. If you are truly passionate about a career in hotels, then we want to hear from you.

### **Job Description: Wedding & Events Executive**

#### **Permanent Position**

**Salary: Based on Experience**

**Closing date of applications: Monday 2<sup>nd</sup> August 2021**

**To be successful in your application for the position of Wedding and Events Executive you must possess the following:**

#### **Essential Criteria:**

- Minimum of 2 years' experience within hospitality sales & events environment.
- Experience of site visits, booking and managing event details from start to finish.
- Flexible working hours & ability to work weekends and evenings.
- Driver's License.

#### **Wedding & Events Executive Job Duties:**

- Manage all enquiries coming into La Mon Hotel & Country Club relating to weddings, conferences, events, festive destination and dining venue.
- Liaising with customers over the phone, email and face to face, ensuring you fully understand all their requirements and offering them the best package available.
- A large part of the role will be meeting potential and existing customers face to face and conducting tours of the venue.
- Co-ordinating events with clients and surpass customer's expectations.
- developing existing accounts, taking repeat bookings and strengthening relationships within the venue.

- Reporting directly to the sales director. Contribute to sales team targets and work within a busy sales and events environment.
- Communicate with Hotel Heads of Departments ensuring the efficient delivery of client events.
- The role includes some administration, preparing contracts, updating the C&B system and managing debt through the accounts process.
- Delivering a quality 4 star service by representing La Mon's brand.

**Preferred Attributes:** Good presentation skills, excellent communication skills, ability to multi-task, comfortable within a busy Events office environment, good prospecting skills, creative and uses initiative.

**Please Email CV's To:** Megan Beverland, Sales Director.  
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