



**JOB POSTING – Mayfair Lakes Golf & Country Club  
and The Lakeside Grill**

<b>Position Title:</b>	Events Coordinator	<i>The Lakeside Grill at Mayfair Lakes' relaxed atmosphere perfectly complements the exquisite West Coast fare, where everything is prepared with the freshest ingredients, a refreshing twist and then served with care. The Lakeside Grill is open daily all year round for breakfast, weekend brunch, lunch and après-golf. Featuring a lounge/dining room, wedding and banquet facilities, and a large patio with scenic views of the golf course and North Shore mountains.</i>
<b>Department:</b>	Administration	
<b>Reports to:</b>	Sales & Events Manager	
<b>Job Type:</b>	Full-time, Salary	
<b>Application Deadline:</b>	June 15, 2018	



**POSITION OBJECTIVE**

1. To assist the Sales & Event Manager to maintain event business for the Golf Course by way of providing courteous and effective selling techniques
2. To ensure that exceptional customer service is provided and that our guests enjoy a great experience

**DUTIES AND RESPONSIBILITIES**

**1. Department Specific Duties**

- Communicate effectively with Sales and Events Manager at all times
- Obtain updated event information from event contact
- Administer daily communication updates regarding weddings and banquets
- Maximize and achieve budgetary potential and objectives for revenue
- Perform post event evaluations following each wedding or banquet
- Create, update and distribute function sheets as information becomes available
- Discuss event strategy with the Sales and Events Manager as outlined by the banquet, or wedding contact
- Participate in weekly departmental meetings summarizing future events and their details
- Identify and satisfy the guests needs in a profitable manner
- Conduct site inspections/tours as required and follow up with Sales and Events Manager
- Build wedding and banquet packages catering to the needs of the guest
- Assist with preparation of documents for guest billing
- Have a thorough knowledge of set up, layouts and maximum room configurations for a variety of banquet activities including wedding, meetings, conferences, exhibits, receptions and banquets
- Set up mechanical systems for events including room temperature, lighting, music and fire systems
- Assist with preparation of post event evaluation reports
- Assist Food and Beverage department personnel as required
- Maintain and improve industry knowledge through training seminars and personal evaluations

**2. Health and Safety**

- Be conversant with all liquor, fire and safety regulations as they apply to the operation of the clubhouse

**3. Team Member Development**

- Provide direction and supervision of Event Team Leaders leading up to, during and following an event
- Formulate Staff Social Committee and coordinate staff functions

**4. Guest Experience**

- Exceed the expectations of guests by serving, catering and anticipating their needs

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

**1. Technical Skills and Knowledge**

- Solid understanding of the food service industry
- Background in wedding and hospitality industry
- Education related to the industry or of a business nature

**2. Abilities**

- Business management
- Organization
- Communications
- Quick evaluation and decision making
- Telephone
- Strong Comprehension of English Language
- Strong Public Relations and human resource skills
- Keyboard and word processing abilities
- Must be able to work in a fast paced environment and be able to maintain organization
- Must be able to meet deadlines as required
- Work efficiently in a non supervised position

**WORK CHARACTERISTICS**

- Primarily inside work within an office environment
- Some outside work may be required
- Non smoking office
- Will be required to work on a shift basis, including weekends and evenings

**Please send your resume and cover letter to:**

General Manager: Mike Smedstad  
msmedstad@golfbc.com

**Posting closes: June 15, 2018**

**OUR CORE STANDARDS**

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance