

THE FULLERTON

HOTELS AND RESORTS

Assistant Event Operations Manager

The Fullerton Hotel Sydney

JOB RESPONSIBILITIES

- Reporting to the Events Operation Manager, you will be responsible for overseeing all operational aspects of the Banquet Department with a large professional team and events up to 1400 guests
- A strong understanding of financial management, including budgeting and forecasting to business demands
- Operational logistics and rostering of staff
- Oversee Banquet set-ups for each function
- Liaise with the client to ensure their event is successful
- Training and development
- Being responsible for the department in the absence of the Event Operations Manager

JOB REQUIREMENTS

- You will have strong written and verbal communication skills
- Minimum 2 years' experience running high volume events
- Previous experience as a Manager, Assistant Manager or senior supervisory level within Banquets, ideally within a five-star hotel environment
- Proven track record training and developing a team
- Sound understanding of catering business trends
- Flexibility to work a variety of shifts
- Energetic, hands-on, lead-by-example leadership style
- Ability to manage multiple events simultaneously
- Must hold a current RSA Certificate

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com