



### Wedding + Event Specialist

What's on your plate;

- Wedding consultations
- Providing tours of various event spaces
- Sales + service of various wedding packages
- Capturing all critical information
- Organizing/scheduling/facilitating wedding menu tastings
- Conduct site visits for any and all off-site events
- Professional, clear and concise communication with;
  - Couples
  - Families of Couples
  - Vendors
  - Event Planners
  - Wedding Planners
  - In-house Culinary team
  - Hotel team
  - Housekeeping
  - Events + Catering Serving team
- Updating BEO's to ensure accurate information is captured from;
  - Phone calls
  - Tours
  - In-person visits
- Assist with set-up and tear-down pre/post event
- Be present and visible during events to ensure Retro's Core Values + Core Focus's are met
- Assist billing and accounting to ensure all events are posted and paid in a timely fashion
- Participate in department meetings
- Work with various venues promoting Retro and Cork catering selling exclusivity rates and rebates

What you bring to the table;

- Previous experience in hospitality
- Guest excellence attitude and composure

- Calm, cool and collected approach during high energy and high stress situations
- Impeccable organizational skills
- Previous sales experience
- Knowledge of Banquets, Events and Catering
- Professional attitude and appearance
- Strong command of the English language both spoken and written
- Valid Ontario Driver's License
- Reliable vehicle

What's on the bill;

- Salary starting at \$47,000
- Weekly pay
- Monthly gratuities
- Holiday bonuses
- Cell phone allowance
- Milage allowance
- Meals provided by Cork at no cost during shift
- Discounted and free hotel suites
- Discounts at Retro, Cork and Retro Fun House
- Autonomy to make your own schedule based on business/clients/guest's needs
- Participate in company events
- Health benefits
- Company matched RRSP program

To learn more about us visit our website at: [retrosuites.com](http://retrosuites.com). If you think you'd be a great fit for our growing team we want to hear from you! We invite you to apply online with your cover letter and resume.

So, what are you waiting for?