

# THE FULLERTON

HOTELS AND RESORTS

## Event Manager

The Fullerton Hotel Sydney - Australia

### JOB RESPONSIBILITIES

- Support the Director of Event Sales in managing all aspects of confirmed events
- Manage the day to day responsibilities of connecting with customers to plan the finer details of their event from consultation on menu selection, billing and event order preparation
- Collaborate with the operation teams to ensure a smooth transition on the day of the event
- Demonstrate proactive customer service skills as well as strong attention to detail to ensure all customer needs are understood and communicated effectively
- Manage competing deadlines and customer needs to ensure on time and accurate information

### JOB REQUIREMENTS

- Minimum 2-year catering/event planning experience in the hospitality industry; preferably in an Executive or Manager role
- Business acumen, initiative, impeccable presentation, exceptional communication and interpersonal skills,
- professional writing skills
- Confident presenter and understand key selling principles
- Delphi /Amadeus and Opera PMS knowledge is desirable

To apply for the above position, please send your full resume to [fsy.talent@fullertonhotels.com](mailto:fsy.talent@fullertonhotels.com).