

THE FULLERTON

HOTELS AND RESORTS

Event Manager

The Fullerton Hotel Sydney - Australia

JOB RESPONSIBILITIES

- Generate and manage event orders efficiently, ensuring accurate input into Delphi, and communicate client requests effectively to operational teams
- Maximize revenue opportunities by adhering to minimum spends and room rental frameworks, ensuring compliance with accommodation contractual conditions
- Meet and farewell clients, ensuring smooth handovers to the Operations team and thorough follow-up, while maintaining a focus on guest and associate care
- Support the sales team to identify revenue opportunities, maintain a strong knowledge of hotel facilities, and collaborate with them to create stronger customer relationships
- Drive business development initiatives through scheduled telemarketing and re-marketing activities, effectively implement Fullerton-related programs, and prepare presentations tailored to customer needs
- Attend various departmental meetings and foster positive relationships with both internal departments and clients

JOB REQUIREMENTS

- A background in Sales, Business, and Event Management Education is preferred, but not essential
- 3 years experience in an Event manager role in the 5-star Hotel environment
- Ability to adapt to a dynamic and fast-paced environment
- Excellent communication skills
- Shows drive and initiative
- Shows attention to detail

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