



## Meetings & Events Coordinator

Location: Kimpton Clocktower - Manchester

Closing Date: 30/09/2024

### Description:

*A fantastic opportunity for a **Meetings & Events Coordinator** to join us at **Kimpton Clocktower on a Full-Time contract!***

*Kimpton Clocktower is all about providing a contemporary luxury hotel experience whilst building heartfelt human connections with guests and colleagues – we call it Stay Human. What more could you ask? It's not just the humans who feel this, we extend this to all our furry friends, because our heartfelt connection does not end with humans!*

### Responsibilities:

**To succeed as a Meetings & Events Coordinator, you will need:**

- To ensure enquiries are managed to maximise sales, occupancy and revenue, including up-selling equipment, F&B and relevant hotel facilities wherever possible
- To accurately input all enquiries into Sales and Catering system
- To actively work as part of a team to achieve the department objectives and budget
- To actively consider prevention, recovery and investigation of any complaints
- To liaise with clients to ensure that accurate details for each event & reservation are obtained
- To consistently deliver an excellent service to all guests and clients making enquiries or bookings at the hotel, with face to face and telephone meetings.
- To establish client requirements and identifying how the hotel can facilitate their needs
- To respond to all M&E enquiries in-line with company standard

### Benefits:

- Becoming part of the IHG Hotels & Resorts family, one of the world's leading hotel companies - **which means global opportunities!**
- Taxi subsidy for shifts starting/ending between 23:00-06:00.
- Subsidised childcare support
- 28 days holiday each year, including bank holidays, this increases up to a maximum of 33 days (Pro Rated)
- Amazing discounts for our hotels and restaurants around the world
- Discounts from over 15,000 stores – all the way from retail to cinema
- Don't forget, bring your friends and take part in our generous 'Refer a Friend' programme!

### Details:

Rate of Pay: *You will earn £13.15 per hour, equal to £27,098.27 salary, plus on target bonus of 10% of annual base salary.* Hours: 37.5 hours per week. Contract Type: Full-Time, Permanent.

If you're interested in this role, please contact:

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Tel: 07503620815



Talent Hub marketingManchester

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