



PRIVATE DINING & EVENTS CO-ORDINATOR

(£23,000 to £26,000 depending on experience)

With our internationally acclaimed championship golf course, clubhouse and five-star hotel, Trump International Golf Links, Scotland offers world class facilities and an unforgettable leisure experience.

We have an exciting new opportunity for a Private Dining & Events Co-ordinator to join our team at Trump International Golf Links in Aberdeen.

Working within the sales team the main focus of this role will be to coordinate all private dining, wedding and exclusive use events and to generate sales leads through networking and participation at relevant industry events and trade shows. You will be responsible for researching, developing and implementing a comprehensive calendar of in house events and will be the main point of contact dealing with customer enquiries and bookings, conducting client showrounds and managing and maintaining client databases. To be successful you will need to work closely with managers/colleagues in all departments to ensure that events are consistently carried through from conception to promotion to delivery in order to ensure overall client satisfaction.

Requirements for the role

- Previous experience in a similar role with proven experience of coordinating, supervising or managing dining or hospitality events
- Strong sales skills with previous sales experience (desirable)
- Full UK driving licence
- Strong financial and commercial awareness of the hospitality market
- Exceptional planning and organisational skills with a meticulous eye for detail
- Excellent IT Skills, including working knowledge of Outlook and Microsoft Office software
- Excellent communication, influencing and interpersonal skills with a confident and outgoing personality
- Exceptional oral and written communication skills, with an excellent command of the English language
- Ability to interact with people at all levels and to establish, manage and maintain strong relationships with clients as well as managers and colleagues across all departments
- Ability to act as first point of contact for clients including dealing with guest feedback and complaints in a positive and pro-active manner
- High standard of personal presentation
- Ability to multitask and work in a busy, fast paced and challenging environment
- Ability to take initiative and work with minimum supervision
- Positive and flexible approach to work (Weekend and evening work will be required)

Benefits

- Free golf and unlimited access to the driving range and practice facilities
- Property discounts including food & beverage and retail
- Access to other discounted accommodation rates through Connoisseurs Scotland
- Discounted guest rates on golf and accommodation
- Contributory pension scheme
- Staff social events



TRUMP
ABERDEEN
SCOTLAND

If you're looking for a new challenge, Trump International offers an exciting and unique opportunity to work for a world renowned luxury brand.

To apply, send a CV and one page covering letter, clearly stating your relevant experience for the role and your salary expectations, to: recruitment@trumpgolfscotland.com

For more information about us, visit our website: www.trumpgolfscotland.com

Please note: We are only able to contact candidates that have the relevant skills, knowledge and experience required for the role.