



JOB POSTING

ASSISTANT EVENT COORDINATOR

Job Title: ASSISTANT EVENT COORDINATOR
Department: Briggs Woods Conference Center
Location: Briggs Woods Conference Center
2501 Briggs Woods Trail
Webster City, Iowa 50595
Status: Full Time/Salaried
Compensation: DOE
Benefits: IPERS, health, dental, vision and life insurance available
Position Start Date: July 1, 2018

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promotes a vibrant, unparalleled event experience for the customer.
2. Assists with the management of all bookings and rentals for the Conference Center and monitors results thereof.
3. Trains, supervises and maintains appropriate list of available staff to meet event requirements.
4. Implements Hospitality standards to be adhered by all staff.
5. Is fully capable and knowledgeable (or possess a desire to learn) in culinary arts and food safety.
6. Is available to work irregular schedule as required ensuring proper coordination of events and activities scheduled in the facilities.
7. Implementation of policies and procedures as they relate to facility operations
8. Responsible for assisting with receipts, expenses, funding, records and similar aspects for the facility.
9. Investigates complaints and handles such problems in a professional and satisfactory manner.
10. Distributes post event surveys and follows up on issues.
11. Assures the facility property is maintained in excellent condition.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Expertise in technological applications such as audio/visual and computer technology
2. Ability to prioritize, organize and execute
3. Knowledge of business management practices and procedures.
4. Ability to compile and maintain records for personnel scheduling, and event scheduling.
5. Knowledge of procedures and requirements of the meeting planning and event business to insure good relationships with clients, guests, event planners and meeting professionals.
6. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
7. Ability to communicate in a clear and concise manner, both orally and in writing.
8. Proven ability to deal in a professional and cordial manner with the public attending events.
9. Ability to plan, service and supervise a variety of events.
10. Ability to anticipate equipment and other needs for individual events.
11. Strong attention to detail and passion for customer service.

12. Ability to work in a face paced environment
13. Possess the ability to learn and perform all duties of Conference Center Staff

EDUCATION and/or EXPERIENCE

Degree in Business Management a plus but not a necessity. Basic culinary arts experience is a plus. Five to seven years' experience in managing/coordinating events in a convention and/or conference center; or equivalent combination of education and experience. Knowledge of marketing and branding concepts.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to deal effectively and courteously with lessees, user groups, their representatives and the general public.

MATHEMATICAL SKILLS

Ability to create, apply and maintain budgeting standards as set by the Hamilton County Board of Supervisors.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current, valid driver's license and a current working personal telephone with a number that can be accessed by staff for business contact purposes. May be required to pass Serve Safe certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.

CLOSING DATE

Applications and resumes will be accepted until June 1, 2018

APPLICATION CONTACT

Please Provide: cover letter, resume, 3 references

Call 515 832 9572

Email kellyh@briggswoods.com