Sales & Events Co-ordinator

We are recruiting for a Sales & Events Co-ordinator to support the team in the conversion of enquiry to booking of weddings and events within this 131 bedrooms, 4 star hotel. Actively contributing to driving sales, your role will involve responding to enquiries for conferences, weddings and events, co-ordinating all administrational requirements, communicating with event organisers and guests and liaising with the management team to ensure a seamless transition of information from the Revenue Office to Operations.

You will work as part of an experienced team and will be provided with excellent training and development.  
  
We offer amazing benefits to our team members:   
  
- Very good location with Waitrose walking distance - You can also travel around the whole island by bus for only £1,00!  
- Great Staff accommodation conditions  
- Delicious staff food on duty  
- discounts around some island shops  
- great value health insurance  
- 50% discount on Ferry trips to London, France, Jersey/Channel Islands.  
- Service charge that can give you around£50 extra on top of your salary.  
- We also run our Employee recognition lunch every month where you can earn extra £75,00.  
  
Guernsey is definitely a beautiful island to live.

**Competencies of a Sales & Events Co-ordinator**:

* You must be passionate about ensuring every event is a success and creates fantastic memories for our guests.
* The ability to establish rapport and deliver high standards of service with a genuine and approachable manner is essential.
* In return you will be rewarded with a fun and engaging environment.

**Hand Picked Hotels** is a collection of country house hotels throughout the United Kingdom and Channel Islands. With welcoming and charming service delivered in inspirational surroundings, our guests are encouraged to feel at home, relax, kick off their shoes and indulge!

Our core values are family, initiative, welcoming, individuality, and local engagement - you make it Hand Picked.

Candidates must be eligible to live and work in the UK and Channel Islands.