

Reception / Functions Coordinator

We are now looking for an enthusiastic and motivated **Reception / Functions Coordinator** to join the team. The ideal candidate would be responsible for completing day-to-day reception and administration tasks as well as organising all function requirements as needed. This role will work closely with the Club's Management and requires someone that is a team player, pro-active and who is willing to take initiative.

This is a Permanent role remunerated at \$50,000 per annum in line with the Club's Enterprise Agreement. The candidate would be required to work 5 days per week.

To be successful in this role you will:

- Field and respond to function enquiries in a comprehensive and timely manner
- Drive the function side of the business attracting a new client base whilst retaining existing business
- Be willing to attend booked functions to ensure a seamless operation
- Ensure that the right staff are rostered on for functions
- Be an effective trouble shooter with the ability to remain calm and focused when under pressure
- Be willing and able to manage the front of house reception & administration duties
- Have current RSA/RCG accreditation
- Managing membership database and reporting
- Supporting Marketing Manager with marketing and promotions
- Assist with special event days
- Excellent communications and customer services skills
- High level of computer literacy including Microsoft office & Outlook
- Ability to be creative & generate new ideas
- Be able to work as part of a team

In return we will provide:

- Full Time position, \$50,000 remuneration in line with our Enterprise Agreement
- Discounted brasserie meals
- Club uniform
- Potential to further skills via accredited course

This role would ideally suit someone who is looking to take the step into developing their career with a breath of skills, someone who is ready for the challenges and reward which such a diverse role can offer.

If you believe you have the qualities desirable for this role and a personality fit for hospitality please send your resume to enquiries@tpbc.com.au. Applications close Sunday 7 October 2018

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