



FUNCTIONS COORDINATOR

PRIMARY PURPOSE

To effectively coordinate the requirements of members and clients to ensure the successful execution of the function at the Club.

KEY RESPONSIBILITIES

The co-ordination of function bookings from inception to execution. These constitute Conferences, Dinners, Product Launches, Lunches, Meetings, Children's Parties etc.

- Recording of booking details accurately from organizers/members for functions, recording it onto a function sheet and diarizing.
- Setting up of appointments with organizers to discuss in detail procedures and facilities available and ensuring that there is full disclosure of such.
- To show clients various facilities available and to advise and discuss each room.
- To advise, discuss choice of menus provided as well as alcoholic/non-alcoholic requirements and also to make organizer aware of the various rules of the Club.
- To discuss the entertainment, flowers, linen and other décor or requirements.
- Confirming all final details including numbers with organizer well in advance of the function.
- Meet and greet on the morning of each new function.
- To monitor and control provisional bookings.
- Responsible for all typing up of all data gathered for distribution on a weekly basis – Function sheets.
- Assist in setting up the annual budget to ensure accurate forecasting and meeting of said budget.
- Responsible for monthly forecasting of turnover received pertaining to functions.
- Attend meetings where necessary.
- To ensure that there is a constant awareness of the competition's prices, menus etc. and to action these.

- To liaise with project Duty manager and Head chef on updating function menus and to initiate any changes or requests.
- Attend weekly food and beverage meetings.
- To attend weekly Head of department meetings.
- Responsible for the preparation of all function sheets to inform all departments of the weekly functions.
- Liaising with the club's operating staff i.e.: function requirements, changes, or additional requirements.
- Ensure that all functions are detailed, distributes and changes are made timeously on a daily basis ensuring that all functions are detailed according to organizers specifications.
- Able to take and write up meeting minutes.
- Complete additional administrative tasks as allocated by Management.
- Relieves other Coordinators as and when necessary.

PERSONAL ATTRIBUTES & SKILLS

- Excellent interpersonal and customer service skills.
- Knowledge of food and catering background/understanding.
- Strong communication skills (written and verbal) and strong negotiation skills.
- Attention to detail and excellent organizational skills.
- Ability to follow projects through to completion.
- Problem-solving skills, the ability to work under pressure and meet deadlines.
- Computer literate and fluent in MS Office packages.
- Available to work on weekends.
- Valid driver's license and own transport.
- Creativity is an advantage.

MINIMUM / PREVIOUS EXPERIENCE

- At least 3 years of function coordinating experience.
- Jonas operating system knowledge – an advantage.

QUALIFICATION

- Minimum Matric/ Grade 12 senior certificate.
- Tertiary qualification in Hospitality – preferred

PROPERTY

- Auckland Park

APPLY NOW!

APPLICATION PROCESS:

Interested applicants to submit their CV's to careers@ccj.co.za by no later than **15th March 2024**.