



## JUNIOR FUNCTIONS COORDINATOR

### **PRIMARY JOB PURPOSE**

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

### **KEY RESPONSIBILITIES**

- The co-ordination of function bookings from inception to conception. 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 distribution thereof.
- 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.
- also, 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.
- Must be willing to work after hours, public holidays and weekends for special functions when required.
- 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.

- Ensure that all functions are detailed, distributed 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, public holidays and after hours.
- Valid driver's license and own transport.
- Creativity is an advantage.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- At least 1-2 years of function coordinating experience.
- Jonas operating system knowledge – an advantage.

## ***QUALIFICATION***

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

## ***PROPERTY***

- Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must submit their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later the 17<sup>th</sup> November 2023.