**Banqueting & Events Manager**

We are seeking an experienced Banqueting & Events Manager who can efficiently organise Weddings, events, shows, weekly entertainment, concerts & conferences in the Bridge House Hotel, Spa and Leisure Club.

**Job Description:**

* Coordinating conferences & banquets
* Event Management
* Liaising with relevant third parties & organisations in respect of all concerts, shows, entertainment and events.
* Event Budget Analysis and preparation.
* Identify new business opportunities
* Generating sales leads and actively targeting new business

**Requirements:**

* You must have a proven track record in this 4 star hotel industry.
* 3 year+ experience in both hotel and event /conference and banqueting.
* A solid background in the hospitality industry.
* A relevant third level qualification.
* Strong organisational and administration skills with attention to detail.
* Hard Working, energetic and self-motivated.
* Multitasker
* Excellent communication skills.
* An ability to work well in a busy environment.
* A commitment to offering and delivering exceptional service and standards.

**We can offer you:**

* Competitive Salary.
* Excellent opportunities to progress within the group.
* Discounted Spa Treatments.
* Free Gym Membership (T&C’s apply).