



CAREER DEVELOPMENT OPPORTUNITY INTERNAL ADVERTISEMENT

GROUPS AND CONVENTIONS MANAGER

Peermont prides itself on offering our guests exceptional customer service and value for money. We always strive to employ and develop individuals that share our values of Respect and Humility, Integrity, Collaboration, Accountability, Innovation and Agility.

As part of this we endeavour to provide opportunities to our employees to develop their careers within the Peermont Group and are therefore proud to offer another career development opportunity for the position mentioned above.

MAIN RESPONSIBILITIES:

- To effectively manage the Groups & Conventions Department per budget and company guidelines.
- Ensure costs and expenditures are controlled in a responsible manner.
- Build and manage the relationships with all clients when hosting their conferences and events at Emperors Palace, hand in hand with the G&C coordinators.
- Manage the co-ordinating and organising of external and internal events/functions.
- Accurately and economically allocate venues for functions and events in order to maximise revenues.
- Ensure procedures are followed and that information distributed by the Department is correct and accurate.
- Ensure policies, procedures and contracts are properly recorded and followed, and ensure that contracts are in line with industry requirements.
- Ensure events listed on the weekly function sheet runs are fully discussed and covered from an operations point of view.
- Ensure the complete audit trail of documents is monitored in each function run period.
- Ensure timeous distribution of weekly function sheets.
- Ensure client enquiries and requests are attended to and replied to within the specified 24 hour policy.
- Assist Sales to ensure clients receive the correct information regarding out of the ordinary requests.
- Assist with smooth running of pre-con meetings for VIP or difficult bookings.
- Negotiate prices for both client and Company's benefits where required, in order to secure bookings.
- Monitor and control attendance and leave balances of employees in Groups & Conventions.

MINIMUM REQUIREMENTS:

- Matric / Grade 12 required.
- Post Matric Diploma in Events Management will be an added advantage.
- Minimum 5 years Managerial experience in conference / exhibition industry.
- Excellent knowledge of conference & exhibition market.
- Good financial understanding including compilation of budgets and analysing income statements.
- Sales & marketing background within complex / resort environment.
- Knowledge of Banqueting and Food & Beverage operations will be an added advantage.
- Computer literate, Microsoft Word, Excel, PowerPoint required.
- Excellent communication, interpersonal and organisational skills required.
- Experience with centralised quoting processes will be an advantage.

Should you meet the minimum and operational requirements set out above, and feel that this position would be a suitable career opportunity for you, you are invited to make an application for the position by completing an internal application form. This, together with an up to date Curriculum Vitae should be submitted to the Human Resources Department. Please include the reference number for the position indicated below.

Any application should be discussed with your immediate manager who will be required to sign your internal application form.

CLOSING DATE:

Internal Advertisement Reference Number : G&C021
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Your completed internal application form together with your CV must be forwarded to the
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pmahanyele@emperorspalace.com
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Emperors Palace is an Equal Employment Opportunity Employer