

Job Posting Online – June 16, 2022

Conference Services Coordinator

Reporting to the Director of Sales, the Conference Services Coordinator actively coordinates and supports all aspects of the Conference Services office to ensure a smooth operation while providing the highest levels of guest satisfaction.

Duties include, but are not limited to:

Enter data into Property Management System including accounts/bookings, contacts, notes related to client inquiries.

Manage information for files, accounting requirements.

Answer department phone lines and direct calls as required.

Create and distribute all correspondence for both internal and external stakeholders including contracts, letters, Banquet Event Orders, and group resumes.

Conduct site inspections and manage walk-ins.

Update and maintain menus, resources, and merged documents in the data management program, Salesforce.

Work professionally with all departments to ensure 100% Guest Satisfaction.

Attend scheduled meetings, take, and distribute minutes.

Maintain complete knowledge of the hotel's facilities and services as well as the competition.

Create weekly, monthly, quarterly, and annual reports

The Fort Garry Hotel, Ascend Collection is proud to be a franchise of Choice Hotels Canada. Benefits include health/dental (shared cost b/w employer and employee), Choice Hotels employee and friends and family discounts along with professional development opportunities.

We invite you to submit a cover letter, resume and salary expectations to Mark Fallis, Director of Sales at mfallis@fortgarryhotel.com

Visa Requirements: To be eligible for employment with The Fort Garry Hotel, Ascend Collection® , you must be in possession of a working visa for Canada. We do not provide offer letters to applicants seeking to get their work visas. Applicants must have their work visas in place prior to applying.

The Fort Garry Hotel, Ascend Collection® welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

