

Sketchley Grange Hotel & Spa

Job Title: Conference and Events Coordinator
Pay: Competitive salary depending on relevant experience
Hours: Full-time

Sketchley Grange Hotel is a 4 star country house Spa hotel situated in the heart of Leicestershire with 102 bedrooms. The hotel combines the perfect blend of historical character and contemporary design.

We are looking for an experienced Conference and Events Coordinator. If you have a passion for sales and pursuing a career within the hospitality industry, an excellent opportunity has arisen for you to grow your events and conference experience. Working as part of our busy Sales team you will be part of a team, who effectively handles and converts events inquiries from the initial stages through to final details.

Key responsibilities of the role include:

- Complete hotel show rounds to provide guests and visitors with information on the hotel facilities and local area
- To deal with telephone enquiries, face-to-face, e-mail and internet sales, answering them to company standard, ensuring all messages are correctly handled and processed immediately
- To assist in managing the planning stage of the booking, giving professional advice to the client whilst controlling their demands, i.e. special requests or dietary and menu demands, to the advantage of the venue
- Assisting with the administration for events, Christmas, weddings, conferences, letters, contracts etc. ensuring that these are produced professionally to company standard
- To take payment for all events including deposits and final payments
- To complete the Christmas conversion chart and Business on the Books (BOB) at least once per week
- Be consistently aware of the hotel's availability, to maximise all opportunities to sell conference and events at the best possible rate
- Complete day-to-day sales activities
- Develop and maintain relationships with key clients and outside contacts in order to produce business leads
- Attend training when required

The ideal candidate:

- Ability to meet deadlines
- Can work effectively both as part of a team and independently
- Experience within this field is essential
- Ensure good working relationships with colleagues

To apply, please send your CVs to [**hr@sketchleygrangehotel.co.uk**](mailto:hr@sketchleygrangehotel.co.uk)