

ST PAUL'S COLLEGE

MEETINGS | EVENTS | STAYS

POSITION:	Events and Stays Coordinator
POSITION TYPE:	Permanent full-time
REPORTS TO:	General Manager – Hospitality
LOCATION:	St Paul's College, 9 City Road, Camperdown
OVERVIEW	St Paul's Events and Stays is a new division of St Paul's College. This year has seen the College expand with two new buildings and over 200 accommodation rooms, allowing opportunities during the 18 weeks per year that are University vacation periods to run the venue for external meetings, events and short-stay accommodation. St Paul's College is a residential college within the University of Sydney for undergraduate men and from 2019 for postgraduate women and men.
OBJECTIVES:	This role is an exciting opportunity for an experienced strong administrator with a passion for hospitality to join a rapidly expanding and fast paced environment and make significant contribution to a new operation.
SPECIFIC ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Assist in the administration of all event and accommodation enquiries ensuring all details are captured in the database • Produce proposals, quotations and confirmations which are well presented with a high level of accuracy. • Ensure appropriate follow up is conducted in order to convert enquiries to confirmations. • Produce invoices and follow deposit payments • Suggest systems and procedures to ensure the administration function of the business runs smoothly • Be trained up on the internal StarRez people management system in order to make room blocks and run reports for groups. • Ensure College key stakeholders and systems have correct information regarding availability and bookings for future accommodation and function reservations. • Host event site inspections and tours of the facilities where required. • Establish, build and maintain relationships with key stakeholders, suppliers and clients to ensure repeat business. • Attend appropriate Industry trade events, exhibitions and networking events where required. • Provide clear, concise and comprehensive reports, correspondence and other written materials as required. • Other duties as required including production of nametags, physical mail outs, letter writing, invitation creation or

	<p>signage for events.</p> <ul style="list-style-type: none"> • Sending invites and recording RSVP'S
QUALIFICATIONS	<ul style="list-style-type: none"> • Previous experience in hospitality or customer focused role of benefit • Advanced Microsoft office knowledge particularly in Outlook, Word, Excel and PowerPoint. • Experience updating and maintaining accurate and comprehensive data base records.
OTHER PERSONAL ATTRIBUTES AND EXPERIENCE:	<ul style="list-style-type: none"> • Meticulous attention to detail and accuracy in work • Flexibility to thrive in a fast-paced environment • High level of written and verbal communication skills • Excellent personal organisation and time management skills with the ability to undertake multiple tasks and meet competing deadlines • Well-developed phone manner and presentation skills • Ability to demonstrate initiative, with a proactive, "can do" attitude <p>With sound problem solving skills</p> <ul style="list-style-type: none"> • Strong interpersonal skills, including building strong and harmonious working relationships • Supportive of the College's values, purpose and faith tradition
BENEFITS	<ul style="list-style-type: none"> • Friendly, team work environment • Convenient location close to public transport/parking available • Duty meal provided • Ability to contribute to a new start up • Predominately Monday to Friday 9am to 5pm but flexibility will be required during peak operational periods which may include evenings, weekends and public holidays.
KEY WORKING RELATIONSHIPS:	<p>Reports to</p> <ul style="list-style-type: none"> • General Manager-Hospitality <p>Strong Working Relationships with</p> <ul style="list-style-type: none"> • Director of Operations • Hospitality Manger • Financial Controller • Reception and Operations Assistant <p>Other relationships</p> <ul style="list-style-type: none"> • Head of College • Dean of Graduate House • Director of Community Development

Dated: September 2018