



Join Our Team as a Part-Time Functions Supervisor - Event Coordination

Are you a dynamic and organized individual with a passion for event planning? Are you ready to bring your creativity and attention to detail to a fast-paced environment? If so, we invite you to apply for the position of Part-Time Functions Supervisor at our esteemed establishment.

About Us

At Finley RSC, we take pride in delivering exceptional experiences for our clients and guests. From corporate meetings to social gatherings, we strive to create memorable events tailored to our clients' unique needs. As a part-time Functions Supervisor, you'll play a crucial role in ensuring the success of each event while working alongside a talented team dedicated to excellence.

Role Overview

As a Functions Supervisor specialising in event coordination, your responsibilities will include:

Event Coordination:

- Planning and coordinating various events, including meetings, workshops, seminars, and social gatherings.
- Handling logistical arrangements such as venue bookings, room allocations, catering arrangements, and securing necessary equipment and supplies.
- Collaborating with clients to understand their event needs and tailoring each occasion to exceed their expectations.
- Assisting in staff training and recruitment, working closely with the Head Chef to ensure seamless event execution.
- Managing event budgets, negotiating with vendors, and implementing cost-effective solutions in collaboration with the Head Chef.
- Ensuring efficient allocation of resources to maximise profitability while maintaining quality standards.
- Managing event budgets, negotiating with vendors, and implementing cost-effective solutions.
- Ensuring smooth communication and coordination between departments for events and bistro operations.
- Proactively identifying and resolving any issues or challenges that may arise during events to ensure a positive experience for all participants.
- Anticipating and addressing any potential issues or challenges to ensure seamless event execution.

Record Keeping:

- Maintaining accurate records and documentation related to events and bookings.
- Organising and filing documents in both physical and digital formats for easy access and reference.



Communications:

- Serving as a primary point of contact for internal and external stakeholders regarding event bookings and inquiries.
- Communicating effectively with team members and collaborating with the marketing officer to promote events internally and externally.

Requirements:

- Proven experience in event coordination or related roles.
- Excellent organisational and time management skills.
- Strong interpersonal and communication abilities.
- Ability to work effectively under pressure and handle unexpected situations with composure.
- Proficiency in record-keeping and documentation management.
- Availability to work flexible hours, including evenings and weekends.

Benefits:

Joining our team comes with numerous perks, including:

- Access to a professional development program for continuous learning.
- Training initiatives to acquire new skills.
- Discount on food and coffee.
- Fitness incentive for your well-being.
- Engaging team culture for motivation and inspiration.
- Room to grow in an expanding progressive organisation.

How to Apply: Let us know why you believe you would be suitable for the role, highlighting your relevant experience, skills, and qualities. Please submit expressions of interest along with a cover letter and CV to hr@finleyrsc.com.au by April 28, 2024.

For inquiries regarding the role, please reach out to Colleen Cutts at hr@finleyrsc.com.au.

Join Our Team Today:

If you're ready to bring your energy and administration skills to our team at Finley RSC, we'd love to hear from you! Apply now and embark on a rewarding journey with us.

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