



Cedar Court Hotels

YORKSHIRE

Wedding and Events Co-Ordinator / Full Time

We are currently recruiting for a full time Wedding and Events Co-Ordinator to work in our beautiful Grade II listed property in the heart of the Harrogate town. Cedar Court Hotels are a group of privately owned hotels with a strong emphasis on Yorkshire values and dedication to customer service.

What do you want from you?

As a member of the Sales Team, your position will involve dealing with enquiries over the telephone and following through on a one to one basis with our clients, processing bookings to company standard, effective and detailed administration & co-ordination.

You will enjoy working in a fast paced, sometimes pressurised environment, where you can make a positive contribution to both customers & the business alike.

Skills/qualities required:

- Ideally you will come from a hotel sales background, though not essential
- Knowledge of the Opera system would be a distinct advantage, however experience of a computerised catering/booking systems is necessary
- Strong IT skills
- You will portray a bright positive attitude with a personable approach
- Smart appearance
- Excellent telephone manner
- Customer focussed

Your administration skills will be of equally high standard & you will possess a keen eye for detail.

As the Hotel is open 7 days a week, evening and weekend work may be part of the regular shift pattern. This is a 40 hour full time contract, working any 5 days over 7.

What can we offer you?

In return we offer:

- Competitive salary
- Discounted hotel stays after successful completion of the probation period
- Free meals on duty
- Company uniform
- Long service holiday benefits
- Company achievement awards
- Staff Fun Days
- Employee Engagement Events