



Cardo Hotels – Event Coordinator

Event Coordinator

Job Title: Event Coordinator

Reports To: Director of Sales & Distribution Cardo Roma

Department: Sales & Events

Job Summary:

The Event Coordinator is responsible for overseeing the planning, coordination, and execution of events held at Marriott Hotels. This includes liaising with clients to ensure their needs and expectations are met, managing event logistics, and ensuring seamless delivery of services. The role requires excellent organizational and communication skills to handle multiple events simultaneously.

Key Responsibilities:

- **Client Engagement & Consultation:** Meet with clients to understand their event requirements and vision. Provide advice on event layout, services, and amenities.
- **Event Planning & Execution:** Coordinate all aspects of event logistics including catering, audio-visual services, transportation, decorations, and staffing.
- **Vendor Management:** Work with third-party vendors (e.g., florists, entertainment) to ensure quality and timely delivery of services.
- **Budget Management:** Assist in creating event budgets and monitor expenses to ensure events stay within financial parameters.
- **On-Site Coordination:** Supervise the execution of events on the day of, ensuring all elements are in place and the client's expectations are met.
- **Customer Service:** Provide outstanding service to event clients, ensuring their needs are anticipated and fulfilled throughout the event.
- **Administrative Support:** Handle event contracts, update booking systems, and maintain accurate records.
- **Team Collaboration:** Work closely with the hotel operations team, including sales, kitchen, and front desk, to deliver exceptional events.

Qualifications:

- **Education:** High school diploma or equivalent required; bachelor's degree in Hospitality Management or related field preferred.

- **Experience:** 1-2 years of event planning or hospitality industry experience is preferred.
- **Skills:** Strong organizational, communication, and problem-solving skills. Ability to work in a fast-paced environment and manage multiple projects.
- **Technical:** Proficiency in MS Office Suite, event management software, and basic audio-visual tools.

Key Competencies:

- Customer focus
- Attention to detail
- Teamwork and collaboration
- Flexibility and adaptability
- Strong interpersonal skills

<http://cardohotels.com/>