

# JOB SUMMARY

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# EVENT OPERATIONS SUPERVISOR



## Join our Team!

We are seeking a dynamic Meetings and Events Operations Supervisor to join our team! In this role, you will oversee the seamless delivery of meetings, conferences, and events, ensuring exceptional experiences for our guests.

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### Your Role:

- Supervise and manage the setup, execution of meetings, events, and banquets to ensure smooth operations and client satisfaction.
- Coordinate event details, including room setup, catering needs, and decor, while liaising with other departments such as F&B and housekeeping.
- Lead and train supporting staff, ensuring they are knowledgeable, efficient, and provide exceptional service during events.
- Ensure all events comply with health and safety standards, including food safety regulations and crowd control.
- Conduct post-event assessments, gathering feedback to improve future events.

### About You:

- Previous event operations experience in a fast paced environment an advantage.
- Excellent communication and multitasking abilities.
- Professional demeanour, attention to detail, and strong organizational skills.
- Ability to deliver exceptional guest services with a friendly and welcoming personality.

### Schedule - 5 days per week

**Shift - based on rota, including bank holidays and weekends**

**Salary: £30,000 per annum (pro-rata), plus a share of service charge**

**Fixed Term contract / Full Time Permanent Role**

### Why Join Us?

- Benefits : Competitive salary, hotel discounts, staff uniforms, duty meals, employee of the month/year schemes, birthday voucher, participation in share of service charges and free onsite parking.
- Environment : Work in a welcoming and dynamic team, with regular staff events.
- Career growth and learning and development opportunities.

Make every guest's stay memorable with your dedication and exceptional service!

**APPLY NOW!**  
Submit your CV to [jobs@comishotel.com](mailto:jobs@comishotel.com)