

Conference & Event Supervisor

The C&E Supervisor oversees the coordination and execution of conferences, meetings, and special events to ensure a seamless guest and client experience. This role involves supervising event operations, coordinating with internal departments and external vendors and ensuring all logistics run efficiently.

KEY RESPONSABILITIES :

- Ensure all rooms are set up correctly and in advance of the functions.
- Liaise with the Events team on any queries regarding upcoming events.
- Develop and enforce core standards for function delivery.
- Train & develop staff.
- Liaise with the Head of Hospitality on staffing requirements.
- Attend function sheet meetings.
- Meet & Greet facilitators and show them to the function rooms, reconfirm timings and set up and make any last-minute changes as required.
- Liaise with the Head Chef on catering requirements.
- Liaise with the White Hart Assistant Manager for drink requirements.
- Ensure all function rooms are kept tidy for show rounds.
- Report any issues to the Event Manager & Head of Hospitality.
- Be the main contact throughout the day for the organiser/facilitator.
- Monitor linen stocks and arrange the cleaning restocking
- Attend pre-event event meetings with the Event Manager and organiser if required.

- Serve functions.
- Be familiar with basic tech to assist facilitator on the day.
- Ideally first aid trained.

ROLE DETAILS:

DEPARTMENT: Hospitality

REPORTING TO: Event Manager / Head of Hospitality

REQUIRED SKILLS AND QUALIFICATION:

- Strong organisational skills.
- Excellent communication skills.
- Experience in event organisation or hospitality.
- Knowledge of event room layout styles.
- Willingness to work flexible hours.
- Ability to work under pressure.
- Problem solving.
- Good time management and ability to handle multiple events.
- Professional and proactive.
- Attention to detail
- Health and safety awareness.

