



THE REEF
HOTEL CASINO
CAIRNS AUSTRALIA

CONFERENCE AND EVENT COORDINATOR

Fixed term - 12 months

As Conference and Event Coordinator you will have previous hands on experience in Conference & Banqueting sales combined with direct sales success in the inbound Tourism industry.

You must be able to demonstrate strong Tourism sales skills combined with a proven record in Conference and Banqueting.

The position calls for a professional with exceptional communication skills and a passion for customer service.

You would possess a high level of administrative, organisational and computer skills.

The prime duties will include developing direct sales for the Casino with in-bound operators (domestic & international) and the travel industry as a whole through product development combined with direct sales initiatives to generate revenues and visitation.

The successful candidate will have prime responsibility for maintaining and developing the local Conference and Banqueting markets with an emphasis on meetings, day conferences and repeat business.

You will be rewarded with a competitive salary and a challenging working environment. Staff benefits include: In house training for career development. Amenities including shower facilities and staff lounge.

Accommodation, food & beverage discounts for you, family and friends (dependant on tenure).

Clean safe multicultural, people friendly environment.