

Wedding & Special Events Assistant

Casa Hotel is the highest AA rated 4-star hotel in Chesterfield, Derbyshire. An independently owned hotel which boasts a two-rosette restaurant, 100 bedrooms, 12 meeting rooms accommodating up to 280 guests and our beautiful Spanish themed Barca bar.

Our sister hotel is the award winning 4-star **Peak Edge Hotel**, a luxury boutique hotel nestled on the edge of Derbyshire's Peak District National Park located 10 minutes' drive from Chesterfield Town Centre. The hotel has recently undergone beautiful renovations and extensions to our restaurant and banqueting rooms, with plans for further extension.

The ideal candidate will be organised, an excellent communicator, have exceptional attention to detail and the passion to go the extra mile for our customers. Previous experience within a similar role is essential for the right candidate. The role will be based full time at Casa Hotel, with the possibility of working at our sister hotel. Working hours will run from Tuesday to Saturday, 9am until 5.30pm.

What we offer you:

- Competitive salary
- Fantastic working environment
- 20% off of food and drink at our venues and discounted hotel stays
- Free parking
- Excellent training and development opportunities
- Opportunity to work at our sister hotel, Peak Edge
- Complimentary staff meals provided

Skills required;

- Enthusiastic, keen and welcoming towards clients.
- Passionate and reliable.
- Able to work as part of a close team.
- Organised.
- Good knowledge of Microsoft Office and Microsoft Teams.
- Great telephone manner.
- Knowledge of Opera Hotel Software is desired but not essential.

Responsibilities will include:

- Responding to all enquiries (Wedding and events) in a timely, confident & professional manner, taking every opportunity to up sell and identify sales opportunities.

- Identification and development of new and existing business through research, development & follow-up.
- Achieve sales targets related to meetings and events.
- Conducting client show rounds and appointments, displaying a clear & comprehensive knowledge of the venue, menus, and packages.
- Work closely with the operations team to ensure the smooth running of special events.
- To carry bookings from enquiry stage through to completion, concluding with a post event evaluation and relationship management.
- Complete timed responses from Agents including Venue Directory, Conference care etc
- Deal with Barca Bar and Cocina Restaurant reservations as required, larger bookings are processed on to a function sheet and a pre order obtained which is coordinated by the events team.
- Producing detailed proposals for prospective clients and client contracts, liaising to ascertain their precise event requirements, and ensuring clients aware of the full terms of business.
- Managing the outsourcing of provisions for each event where required.
- Holding strong working relationships with all departments, including, kitchen, front of house and head office.
- Participate in Wedding Open Days and Wedding Fairs at the venue