

Department: Food & Beverage

Job: Assistant Wedding Sales & Event Manager

Bel Acres Golf & Country Club is currently looking for full time **Assistant Wedding Sales and Event Manager** to join our team to provide an exceptional experience for our guests in support of our club events and functions. The Assistant Wedding Sales and Event Manager is responsible for organizing the events of the day. In addition to meeting with and overseeing both Banquets/Catering and Housekeeping staff, setting an agenda, meeting with event hosts, and executing the party/parties, the Assistant Manager will organize the start point for the next shift that follows and will ensure that event setup is correct.

For the 2025 season the successful applicant will be working together with our current Wedding Sales & Event Manager, then taking over the full-time position in the late fall. There are currently over 40 weddings booked for the upcoming season. Part of this job will be to investigate doing winter weddings and Christmas banquets.

Location:

Bel Acres Golf & Country Club – Winnipeg, Manitoba

Deadline:

2025-03-31

Reports To: Wedding Sales & Event Manager and the General Manager

Job Summary

As a Wedding Sales & Event Manager, you will sell, plan and organize events, including weddings, parties, corporate events and other social leisure bookings. You will work with team members from other departments to help facilitate client needs and ensure events operate as planned.

Who You Are:

- You are enthusiastic and goal oriented.
- You have a passion for events and event organization.
- You are a people person, with a knack for hospitality and customer service.
- You have a solid attention to detail and are open to learning new systems and building and improving them.
- You can work collaboratively across multiple departments to achieve your goals.
- You are a team player who collaborates and works well with others.

Responsibilities:

- Maximize revenue by driving sales for Weddings/Meetings/Social Events booked.
- Presenting and selling food & beverage and event spaces.
- Prepare and present proposals and sales contracts; negotiate packages and rates.
- Develop and maintain relationships with clients.
- Plan/organize all Weddings/Meetings/Social Events.
- Compile all the information required to complete the Event Orders (EOs).
- Ensure that EOs are accurately completed

- Ensure that all information is accurately communicated during weekly EO meetings, to ensure that the managers and staff can accurately proceed with event planning.
- Supervise, coordinate, communicate and motivate all staff to ensure outstanding guest service within the event and meeting function spaces.
- Maintain an onsite presence during events, as required.
- Act as the on-site contact for couples/convenors, etc.
- Conduct site inspections.
- Ensure group billings and postings are accurate and completed.
- Assist in the training of banquet and food & beverage team members as needed.
- Ensure compliance with all Government agencies, including Smart Serve, Manitoba Liquor and Lotteries, Ministry of Health and Ministry of Labour Statutory Requirements.
- Ensure that health and safety standards are met and exceeded for all guests and team members.
- Document any group/guest complaints and forward to management.
- Additional duties as assigned.

Qualifications

- Minimum 1 year experience in an events role in a hotel or banquet hall, preferred.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- Ability to operate under pressure and tight deadlines.
- Self-starter, highly motivated, ability to work in a fast-paced environment that is continually changing.
- Effective project management skills with excellent prioritization and time management skills.
- Excellent communication skills, verbal and written.
- Strong decision-making and judgment skills.
- Exceptional interpersonal skills – ability to build excellent working relationships with internal and external customers.
- Your hours of work and days of work may vary and be irregular to ensure the demands of our clients and the objectives of your employment are met. Considering your position, you are not entitled to any additional compensation for additional hours worked.

Compensation:

- Competitive wage and sharing of the gratuity pool

Benefits/Perks:

- 2 weeks paid vacation
- Complimentary Golf Privileges at the Club

Course Website:

<https://www.belacres.com>
www.weddings.belacres.com

Employment Duration

Full-Time

Contact Information

Please apply in confidence to Robin Henderson, General Manager
 at robinhenderson@belacres.com

