



SIRROMET

LIFE • STYLE • WINE ®

Functions Coordinator

Sirromet Wines, located at Mt Cotton, is fast becoming one of Brisbane's most highly sought after corporate function and wedding venues. Beautiful surroundings, combined with views of Moreton Bay, modern menus and first class service is the reason so many people choose Sirromet Wines for their function.

As Functions Coordinator your key focus will be to drive corporate functions and weddings. This would be achieved by taking complete responsibility for the efficient planning and organization of the function.

Examples of regular tasks that make up this role are:

- Handling function enquiries, forwarding venue and package information to potential clients.
- Providing function quotes and following up potential clients.
- Conducting on-site familiarisations.
- Function administration such as function contracts and run sheets and placing function orders.
- Providing training, guidance and support to restaurant and function staff on upcoming events and special requirements
- Coordinating the administration and operational aspects of the functions
- Assisting in the setting up and running of functions, acting as a liaison person for the client and operational staff
- Reviewing function packages, marketing material and collateral

Essential requirements of this role are:

- Strong sales and negotiation skills and experience
- Extensive relevant experience as a Functions Coordinator within a similar environment
- A solid F&B background
- Effective and efficient computer, time management and communication skills
- A willingness to go the extra mile to meet and then exceed the customer's expectations.
- Car licence and own transport

You will be the perfect fit for this role if you thoroughly enjoy and can effortlessly provide exceptional customer service to a diverse group of clients, negotiate well and secure the sale, perform administration tasks without a fuss, work well within a close team, happily perform hands-on tasks and work at a fast rate to match the pace of the wine and hospitality industry.

This is a permanent position, reporting directly to the Food and Beverage Manager; shifts will be Tuesday to Saturday, with the occasional Sunday and night shift.

To apply please send your application to hrm@sirromet.com – no set closing date, applications will be reviewed and assessed as soon as possible after their arrival.