

THE WESTIN

RESORT & SPA
WHISTLER

POSITION DESCRIPTION

POSITION TITLE: Events & Conference Services Student Placement
REPORTS TO: Director of Catering & Event Management
SUPERVISES: N/A
UPDATED: January 2016

MAJOR DUTIES & RESPONSIBILITIES:

- Assist Event Manager with administrative duties including but not limited to group contract review, merging reports, managing communication documents, printing and filing.
 - Assist Event Manager with building event orders and event order changes.
 - Shadow Event Manager during events, sites and pre event meetings.
 - Attend Operational meetings
 - Assist Sales Coordinators with administration duties including but not limited to amenities, resume details and contract turnover
 - Assist Banquets when required on a service level.
 - Shadow Banquet Captain where appropriate
 - Shadow Group Reservation Coordinator on building and processing rooming list
 - Interdepartmental cross training where available and appropriate
 - Promote safety awareness to associates and demonstrate that safe job performance is the number one priority
 - All other duties as assigned
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SKILLS AND EXPERIENCE:

- Must be able to build and maintain credibility and relationships with customers (internal and external)
- Strong organization and planning skills

- Strong working knowledge of MS Office applications – Word, Excel, PowerPoint
 - Strong computer knowledge
 - Proven ability in managing time is critical; must be able to plan and execute effectively and efficiently
 - Strong communication skills, both verbal and written, and a passion for dealing with and emotionally connecting with others
 - Ability to focus and maintain attention to performance of tasks and to work and complete assignment on time despite frequent stressful, emergency, critical or unusual interruptions
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GENERAL REQUIREMENTS:

- Currently enrolled in a post-secondary Events, Sales & Marketing Administration or Hospitality curriculum
- Must be able to sit at a desk for up to 8 hours per day

COMPENSATION

- This is an unpaid Student Placement Position
- The successful candidate will be eligible for free associate accommodation (upon availability) for the duration of the Student Placement and one associate meal per day worked.