



Position Available: Catering Function and Event Booking Coordinator

We are seeking an organised and detail-oriented individual to join our team as a part-time Catering Function and Event Booking Coordinator. In this role, you will be working in a team environment with the responsibility of taking our catering, function and event bookings.

Key Responsibilities:

- Taking incoming catering and conference bookings and inquiries in person or via phone, email or online platforms.
- Maintain and update booking schedules, ensuring accuracy and timely delivery of services.
- Coordinate with clients and internal teams to ensure catering requirements are met.
- Organise invoices, payments, and other administrative tasks.
- Monitor and manage customer feedback, ensuring a high level of satisfaction.
- Assist with the preparation of reports and documentation.

Required Skills:

- Strong administrative skills with attention to detail.
- Excellent communication skills, both written and verbal.
- Collaborate with team members to ensure effective communication and timely completion of projects.
- Support cross-functional teams by providing necessary administrative resources and information.
- Ability to multitask and manage time effectively.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Publisher) and graphic designs platforms such as Canva.
- Positive, proactive attitude with a customer-focused approach.
- Proven experience in operating computers, data projectors and related technologies.
- Strong troubleshooting skills and the ability to quickly resolve technical issues.
- Familiarity with multimedia software and presentation tools.
- Prior experience in a similar role is preferred but not essential.

Hours:

- Monday to Friday 12.30pm to 5pm with additional hours as required to fill in the leave of other administrative team members.

If you are passionate about providing excellent service and have the necessary administrative skills, we would love to hear from you. Please apply with your resume and cover letter detailing your experience to: - The catering Manager Mittagong RSL Club PO Box 70 Mittagong NSW 2575 or email: - alan@mittagongrsl.com.au

Join us and help make every event a success!