



**RETURNED AND SERVICES LEAGUE OF AUSTRALIA (QUEENSLAND BRANCH)
REDLANDS SUB BRANCH INC**

Full Time – Functions & Events Manager

We are seeking a passionate and motivated **Full Time Functions & Events Manager**. This position plays an important role in driving the long-term success of the venue's functions and events, including maximising the use of the facilities and providing excellent customer service to all guests. As the Functions & Events Manager you will need to have a passion for creating and coordinating fantastic functions and events that will leave our customers wanting more. We are currently in the process of renovating and expanding our function rooms so it's a great opportunity to make your mark in this exciting role.

The successful candidate will need to perform their role competently and with pride, as well as being available to work nights, weekends, public holidays and/or split shifts to suit the operational needs of the club.

The successful candidate will also have the following knowledge, skills and experience:

- Minimum 2 years' experience in a similar position;
- Highly organised with excellent time management skills and the ability to work autonomously;
- Current Queensland Responsible Service of Alcohol (RSA) Certificate;
- Ability to prepare quotations for clients and convert into business;
- Hands on approach to setting, running and packing down functions;
- Outstanding written and communication skills;
- Ability to identify opportunities to drive function sales, build the customer data base and translate into business outcomes;
- Ability to work within a budget and maintain KPI's.

If you are someone who thrives in a fast-paced environment and enjoys being part of a dynamic team please email a cover letter and your Resume to peter.harrison@redlandsrsl.com.au. Previous applicants need not apply.

We thank you for taking the time to apply, however, we are only able to contact those selected for an interview.

RECRUITMENT AGENCIES PLEASE NOTE - UNSOLICITED RESUMES, EMAILS & PHONE CALLS WILL NOT BE ACCEPTED