



## OAK BAY BEACH HOTEL

The Oak Bay Beach Hotel, recently named **the #1 hotel in Canada** by Condé Nast Traveller, is known as both a luxury destination in Victoria and an amazing place to work! In addition to a rewarding career, our team members receive countless perks such as complimentary parking, health benefits, a daily staff meal plan, birthday and Christmas bonuses, staff parties, awards, and more. If you are interested in joining our team then we have a fantastic opportunity for you.

### **Conference Services Manager**

The Conference Services Manager is responsible for all conferences, weddings, events, theatre bookings and productions at the Oak Bay Beach Hotel. This position requires strong, clear, and consistent leadership with a focus on guest service, catering, sales, and maximization of revenue for our event and meeting space business.

#### **Responsibilities:**

- Responsible for the sales and coordination of events
- Act as the primary liaison between all hotel departments and Conference Services guests.
- Assist in creation and management of the Conference Services Budget
- Responsible for sourcing and booking theatre talent for events and outlets
- Build the banquet event orders (BEO's) and Resumes for the execution of events.
- Process billing for accounting once the event is complete.
- Keep abreast of industry and competitive-set ideas to improve the guest experience.
- Employee management including training,
- Work with the Rooms Division Team and Food & Beverage Team to develop and implement innovative revenue streams.
- A flexible schedule is required, however the schedule will majorly be M-F, evenings and some weekend hours at times may be required to meet work priorities and operational/client needs
- All other duties as assigned.
- Work with the Chef to create menus for special events and banquets
- Lead weekly BEO and Resume meetings to provide operations with overview of upcoming events in house.
- Prepare sales plan for increasing event sales at Oak Bay Beach Hotel

#### **Qualifications:**

- 2-4 years of experience in a leadership role within a conference services or event role.
- Prior experience in a luxury hotel/resort environment.
- Certified Meeting Professional (CMP) certification preferred.
- Strong working knowledge of hospitality industry principles, methods, and practices.
- Proven public speaking capabilities coupled with strong event management experience/exposure.
- Highly organized and results oriented with ability to execute plans and manage change effectively.
- Ability to analyze and interpret the needs of clients, entertainers, and guests.
- Proven knowledge of conference and event cost analysis, fiscal management, yield management and budgeting techniques.