



Events & Catering Coordinator

For more than a century, Cataraqi has set itself apart. Featuring one of Stanley Thompson's most timeless designs, restored under the watchful eye of Doug Carrick, one of Canada's leading golf architects, Cataraqi is among the best courses in Canada.

With an elegant clubhouse, terrific practice facilities, and curling in the cooler months we offer year round service to our members as well as banquets, weddings and various social events and functions.

We are seeking an experienced and motivated Events & Catering Coordinator to join our team. This individual will be responsible for the successful planning and execution of both member and outside events. In this role you will act as a liaison between the member/client, prepare event documentation and ensure that our consistent and professional high standards are achieved throughout all stages of the event process.

This is a year round position with salary and benefits commensurate with qualifications and experience.

Key responsibilities:

- Accountable for booking and increasing event business through the development of new business, retention of previous business and active follow up of existing inquiries and leads
- Quote and negotiate pricing within established parameters and process contracts
- Maximize event success by assisting event organizers with menu selection, room arrangements and recommending other services based on anticipating needs, and recognizing opportunities to up-sell
- Collaborate with other departments to ensure all aspects of the event and any changes are communicated to the appropriate individuals/teams
- Assist in the coordination of annual / regular Club events including theme dinners, Christmas parties, holiday parties, employee events etc.
- Ensure that appropriate space is blocked to maximize sales potential, accommodate guest's requirements and minimize labour costs
- Communicate and organize any special arrangements upon client's request
- Promote and sell club food and beverage services by responding to member and non-member inquiries.
- Manage a service team for successful event experience
- Respond to member inquiries in a timely fashion
- Inventory control functions

Experience & Requirements:

- Post-Secondary education in Hotel & Restaurant Management
- 2+ years of catering / events planning experience + Events Management
- Experience in the Private Club culture is an asset
- Ability to work independently and maintain a positive attitude within a busy environment
- Strong commitment to professional and responsive service with the ability to deal effectively and professionally with difficult individuals
- Communicates effectively, ensuring all details and related logistics are communicated to the appropriate individuals / departments ensuring a seamless event
- Superior organizational skills and time management
- Strong working knowledge of hospitality industry practices, methods and techniques
- Ability to analyze and interpret the needs of clients and offer the appropriate options, solutions, and resolutions required
- Advanced computer proficiency – Microsoft office (Word, Excel, Power Point), email / internet and membership database programs (Jonas)
- Full time hours to meet business demands – Flexibility required to work evenings, weekends and public holidays/ event days
- Smart Serve

CGCC is an equal opportunity employer and we would like to thank all applicants for their interest. All responses will be held in strict confidence. Please note that we will only be contacting the candidates under consideration.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Catarauqui Golf and Country Club will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform hiring manager of the nature of any accommodation(s) that you may require.