



Title Event Coordinator
Location Park City, Utah
Schedule Part-time, Year Round

Position Description

To support Sales, Catering and Conference Services team thereby contributing to the overall success of the Sale Department and the experience of the Company's clients. Duties include but are not limited to the following:

- Perform clerical duties such as typing correspondence and reports, filing, and answering phones.
- Onsite servicing of all Conference and Catering Groups at the direction of or in the absence of the Department Manager(s) and client(s), including but not limited to: event setup/tear down; supply ordering/stocking; tidying of all function spaces; and oversight/liase of food, beverage, catering, and AV.
- Maintain knowledge of Company's systems, facilities, processes and services in order to conduct site tours, respond to incoming leads and answer client inquiries in the absence of or at the direction of the Department Manager(s).
- Assist in regards to fulfillment of group contracts, summaries, resumes, banquet event orders, room lists, invoices and billing.
- Assist in the inspection and oversight of cleanliness and maintenance for all function space, public areas, and service areas related to all meeting and conference spaces.
- Facilitate special requests and reservations for VIP Sales/Conference Services Guests.
- Other duties may be necessary and may be assigned.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Company, including evenings, nights and weekends.
- Attendance at all scheduled training sessions and meetings is required.
- Upon employment, all employees are required to fully comply with Newpark Resort & Hotel rules and regulations for the safe and effective operation of the facilities. Employees who violate Company rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Qualifications

The individual must possess the following knowledge, skills and abilities and be able to demonstrate that he or she can perform the essential functions of the position:

- **Excellent Communications Skills, both written and verbal, are essential.** Must be able to speak, read, write and understand all languages applicable to the job.
- **Ability to solve problems and deal with a variety of options in varying situations.** The environment is dynamic and always changing. The ability to cope and thrive in a changing environment is essential.
- **Must be positive and enthusiastic.** Grumpy, despondent, and/or ill- or short-tempered people need not apply.
- Must possess the ability to work as part of a team and be able to work well with others.
- Must possess moderate to advanced computer skills, including, but not limited to knowledge of: Microsoft Office Applications such as Outlook, Word and Excel.
- Must have the ability to follow direction and a willingness to learn.



Physical Demands

There are physical demands that may vary from day to day or task to task including, but not limited to:

- Must be able to sit at a desk for up to 4-hours per day; and/or be on your feet for up to 6-hours per day walking; standing; bending; stooping; squatting; stretching; grasping; lifting; carrying; pushing and operating equipment.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift, push and pull up to 30 lbs. on a regular and continuing basis; and must be able to lift, push and pull up to 70 lbs. occasionally.
- Must be able to exert well-paced ability in limited space.
- Must be able to exert well-paced ability to reach different locations of the project on a timely basis.
- Requires listening and hearing ability and visual acuity. Vision occurs continuously with the most common visual functions being those of near vision and depth perception. Talking and hearing occur continuously in the process of communicating with guests and other employees.
- Requires manual dexterity to use and operate all necessary equipment.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Education and Certificates

High school or equivalent education required, Bachelor's Degree preferred. No licenses or Certifications applicable.

Experience

Must possess sufficient relevant experience to perform the tasks assigned. Prefer at least two years of hospitality or related experience.

Grooming

All employees must maintain a neat, clean and well-groomed appearance per Newpark Resort & Hotel standards.

To Apply

For immediate consideration, please forward your resume and references (indicating desired position) to:

EMAIL: jobs@newparkresort.com

FAX: (435) 615-7767

MAIL: Newpark Resort & Hotel

ATTN: Human Resources

1456 Newpark Boulevard | Park City UT 84098