



Westport Hotel Group

Sports & Events Project Manager Job Description

Job Title: Sports & Events Project Manager

Department: Sales / Marketing

Responsible To: Department Manager / Hotel Management

Main Purpose of Job:

Responsibilities & Main Duties

- End to end event planning and delivery of events
- Close collaboration with all other relevant teams and depts as required for successful delivery of event operations
- Management of all third party relationships, including coordinating supplier payments as well as legal and H&S paperwork
- Collaboration with internal stakeholders on developing and delivering successful event programs
- Researching and presenting creative event formats, as well as design and entertainment options, that meet the assigned budgets

Candidates will also demonstrate:

- Excellent written and verbal communication skills, with the ability to engage across a wide range of collaborators
- Outstanding attention to detail
- Excellent customer service skills
- Ability to work as a team as well as work autonomously
- Experience in budget tracking and analysis
- Ability to assess and prioritise workload in a strict deadline-oriented environment

- Flexibility with work schedule (occasional weekends and evenings)
- Strong problem solving skills and ability to creatively negotiate stakeholder demands
- Ability to overcome obstacles and remain calm and professional whilst under pressure
- Experience with registration systems

Customer Care

“We will offer our guests a great hotel experience with genuine friendly service”.

1. To ensure the highest standards of service and customer care are offered at all times.
2. To ensure the delivery of these services also meets the highest operational standards set out by industry as best practice.
3. To continually strive for service improvements within your department.
4. To adhere to the core values of the hotel and to cooperate, assist & serve all other departments in the hotel
5. To handle concerns & complaints from customers in a professional and tactful manner.
6. To provide hands on delivery of advice & knowledge to customers.

Health & Safety

A copy of the Westport Coast Hotel Safety statement is available in your department. The duties of employees are set out as follows in accordance with section 13 of the health, safety & welfare at work act 2005.

- Take reasonable care for the health and safety of yourself and others at your place of work,
- Observe the laid-down system of work and the precautions that must be taken as well as using the correct equipment to do the job,
- Use correctly the safety aid appliances and protective clothing provided by the Hotel,
- Report at once, the management any dangerous occurrence, unsafe conditions or defects in equipment and/or premises.
- Seek advice on safety if you are not sure what to do.
- Co-operate with management in ensuring health and safety in the working environment.
- Understand and carry out all emergency procedures, fire precautions and evacuation procedures laid down.
- Attend all statutory training including refresher training.
- No smoking except in duly authorized area.

Environmental Policy

All personnel are required to adhere to the strict guidelines dictated by the Hotel environmental policy and to support the reduction of all resources to include energy, water and recyclable material.

I have read and agree with the job description. I understand that the above is neither definitive nor restrictive and may be modified to meet changing needs.

Signed: _____

Date: _____