



MANAGER EVENTS

The Galle Face Hotel, an iconic landmark in Sri Lanka, is located in the heart of Colombo along the seafront, facing the renowned Galle Face Green. As one of the oldest hotels in the east of the Suez, and Colombo's only HERITAGE GRAND classified hotel, The Galle Face Hotel, proudly embraces its rich history and legendary traditions. It skillfully combines these elements to craft engaging and immersive experiences that appeal to both seasoned travelers and new generations alike. Built in 1864, the hotel has recently undergone restoration, returning it to its former glory. A visit to Sri Lanka is incomplete without experiencing the grandeur of the Galle Face Hotel.

Renowned for its history and legacy that demand the cream of the hospitality trade to the fore. We at Galle Face Hotel invite applications from suitably qualified candidates for the following position:

Are you an enthusiastic and results-oriented individual, with a proven ability in event management?, then you could be the Manager Events we are looking for. The Manager - Events is responsible for the overall planning, coordination, and execution of events at the hotel. This role requires a strategic thinker with strong leadership skills, excellent communication abilities, and a proven track record in event management. The ideal candidate will have a passion for creating memorable experiences and a deep understanding of the hospitality industry.

Key Responsibilities:

- **Event Strategy and Planning:**
 - Develop and implement the hotel's event strategy, aligning with overall business objectives and revenue goals.
 - Work closely with clients to understand their vision and requirements, providing tailored event solutions that exceed their expectations.
 - Create detailed event plans, including timelines, budgets, and logistics, ensuring all aspects of the event are meticulously organized.
- **Team Leadership and Development:**
 - Lead and manage the events team, including coordinators, planners, and support staff, to deliver exceptional service and flawless execution.
 - Provide training, mentorship, and performance feedback to team members, fostering a culture of excellence and continuous improvement.
 - Oversee staffing for events, ensuring adequate coverage and appropriate skill sets for each function.
- **Client Relationship Management:**
 - Build and maintain strong relationships with clients, acting as the primary point of contact throughout the event planning and execution process.
 - Conduct site visits, client meetings, and presentations to showcase the hotel's event capabilities and services.
 - Ensure high levels of client satisfaction by addressing concerns promptly and providing solutions to meet their needs.
- **Vendor and Supplier Management:**
 - Establish and maintain relationships with external vendors and suppliers, negotiating contracts and ensuring quality service delivery.
 - Oversee the coordination of vendor services, such as catering, décor, entertainment, and audiovisual, to ensure seamless integration into the event.
- **Budget Management:**
 - Develop and manage event budgets, tracking expenses and ensuring profitability while delivering high-quality events.
 - Provide accurate cost estimates to clients and work within their budget constraints to achieve desired outcomes.
- **On-Site Event Management:**
 - Oversee the setup, execution, and breakdown of events, ensuring that all elements are in place and meet the hotel's standards.
 - Manage on-site event operations, addressing any issues or last-minute changes to ensure a smooth and successful event.
 - Coordinate with other hotel departments, such as catering, housekeeping, and security, to ensure all aspects of the event are covered.
- **Post-Event Evaluation:**
 - Conduct post-event evaluations with clients to gather feedback and assess the success of the event.
 - Analyze event performance metrics and identify areas for improvement, implementing changes to enhance future events.

Skills

Education, Qualifications & Experiences

- Bachelor's degree in Event Management, Hospitality, Business, or a related field.
- Minimum of 5 years of experience in event management, preferably within the hospitality industry.
- Strong leadership and team management skills, with the ability to motivate and guide a diverse team.
- Excellent organizational, multitasking, and problem-solving abilities.
- Exceptional communication and interpersonal skills, with a focus on client service and relationship building.
- Proficiency in event management software and Microsoft Office Suite.
- Ability to work flexible hours, including evenings, weekends, and holidays, as required.
- Knowledge of local market trends and vendor networks is an advantage.

Please email your resume to careers@gallefacehotel.com within 7 days of this advertisement.
Please mention the position applied for in FULL CAPITALS in the subject header.