



DIB CLUB PHNOM PENH

JOB DESCRIPTION

DIB Club is a large landscaped pool surrounded by shaded lounges and three urban football pitches on Koh Pich (Diamond Island). A cocktail bar and an open-air restaurant serves Cambodian and Western cuisine. It is a friends and families place during the day, a cool nightlife destination after sunset, also hosting private events and parties. Maads operate the DIB Club.

TITLE OF POSITION: Special Events Coordinator
DEPARTMENT: Administration
REPORTING TO: General Manager

JOB SUMMARY:

This position is responsible for the successful administration of special events and the assistance with Floor manager. To keep employees advised and updated of particulars pertaining to all events.

EVENTS COORDINATING RESPONSIBILITIES AND EXPECTATIONS:

Communicate effectively with all Department Heads at all times
Come-up with initiatives and activities that will make the Club unique, in line with its image
Exceed the expectations of guests by serving, catering and anticipating their needs
Liaise with event organizers in Phnom Penh and market the club's services, build a network of subcontractors per event's categories for further events organization.
Imagine and conceive original activities and events for the evenings, more adults oriented
Obtain updated event information from event contact
Administer communication updates regarding banquets, private functions or weddings.
Maximize and achieve budgetary potential and objectives for revenue
Provide direction and supervision of event Team supervisors leading up to, during and following event with floor manager if needed.
Perform post event evaluations following each banquet, tournament or wedding

In coordination with Maads teams, coordinate all the communication aspects.
Ensure all activities and behaviors respect the Maads branding guidelines.
Represent the Club at networking events and other meetings

EVENTS COORDINATING DUTIES:

Discuss event strategy with appropriate Department Heads and floor manager as outlined by the banquet, private functions or wedding contact.

Participate in weekly departmental meetings summarizing future events and their details

Identify and satisfy the guest's needs in a profitable manner

Build banquet, private functions and wedding packages catering to the needs of the guest

Assist with preparation of documents for guest billing

General understanding of audio

Knowledge of all menu items including food, wine, spirits and beer

Ability to operate a POS system including opening and closing supervisory procedures

Ability to work with minimal supervision