



Events- Sales and Marketing Coordinator- Full Time

Mount Isa City Council Owned Enterprises Pty Ltd
Availability to work weekends and public holidays is essential.

MICCOE are seeking a suitably experienced Sales and Marketing Coordinator to join our vibrant and progressive team. Support the MICCOE and events team by delivering exceptional customer service through all outlets by ensuring all events are delivered in a high-quality from conception through to completion. Contribute to overall MICCOE success by supporting the organisation with professional service delivery for events, functions, and sound marketing campaigns to deliver the very best outcome for our clients.

Key responsibilities include, but are not limited to:

- Contribute to the strategic and operational planning activities.
- Co-ordinating closely with the Events and Food and Beverage Coordinator, ensure that all events and activities of MICCOE are delivered within budget, are fully resourced and delivered with exceptional services to the customer.
- Maintain appropriate stock levels and control on all beverage items for bar outlets in conjunction with the Food & Beverage Coordinator
- Manage customer experience feedback.
- Ensure staff comply with all beverage handling and event safety procedures.
- Operationally manage events and coordinate services for the Civic Centre, OAI and Buchanan Park events, including budget, resources, and services.
- Manage the security requirements of the MICCOE events, including resources, budget, and quality standards.
- Promote and drive OAI, Buchanan Park and the Civic centre business through effective promotions using social media, radio, newspaper, and any other avenues available
- Utilising any media for free advertising, articles, and exposure
- Contribute to Implementing new sales plans and advertising.

The successful candidates will need to demonstrate how they meet the criteria below:

- Experience in events, guest services or operations management (including F&B operations, ticketing, guest services).
- Experience in the provision of facilities management, including grounds maintenance and cleaning services.
- Demonstrated project management skills and experience, including program planning, budget control, delivery and evaluation.
- Demonstrated ability to lead and mentor staff within a cross cultural work environment.
- Experience in sales and marketing Management together with substantial experience and knowledge in a dedicated S&M environment.
- High level proficiency in the operation of Microsoft Office, social media, and industry business systems.

- Problem solving skills to effectively address and resolve matters.
- Excellent communication skills (written and verbal) with the proven ability to establish and maintain relationships and work with people at all levels.
- Excellent organisational and time management skills.
- Legally able to drive a motor vehicle in Queensland

Applicants may be required to undertake and pass a pre-employment medical.

Applications Close: 5pm on 14 September 2021

Please send your resume and covering letter outlining your suitability to the Events- Sales and Marketing Coordinator role to: **HR@mountisa.qld.gov.au**

MICCOE is an equal opportunity employer with a non-smoking work environment

Applicants must be eligible to live and work within Australia