THE PENINSULA

Director of Events Management

Led and organize exceptional events

募集職種

採用企業名

ザ・ペニンシュラ東京

求人ID

1559711

業種

ホテル

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

京葉線、 八丁堀駅

給与

1000万円 ~ 経験考慮の上、応相談

更新日

2025年09月29日 13:13

応募必要条件

職務経験

10年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

ビジネス会話レベル

日本語レベル

日常会話レベル

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可が必要です

募集要項

- Your organisation skills, business acumen and upselling initiative drive our events and bridal management revenue forward.
- Opportunity to be part of exciting and exceptional events and bridal management. $_{\circ}$
- Report directly to Director of Sales and Marketing

Key accountabilities

- Mentors and develops team members to consistently achieve performance targets, foster personal growth, and excel
 in key performance metrics.
- Develop event and banquet sales strategy, promotions, activities, and budget as required to support the DOSM in preparing the annual marketing plan and budget.
- Responsible for developing and implementing event fairs, banquet showcases and more.
- Oversee the banquet, event and event set-up and ensure Peninsula standards therein.
- Responsible for handling contracts and managing event and banquet contracted vendors wedding costumes, florist, linen, audio-visual, entertainment, printing, beauty salon, photographer and more.
- Tracks and monitors the productivity of each events sales staff and provide guidance as required. Update DOSM on a weekly basis.
- Review and comment on monthly sales profit and loss report (P&L).
- Participate in daily morning hotel and division briefings, monthly sales and marketing department head meeting, monthly hotel department head meetings and bridal meetings with outsourcing company.

Requirements

- 7+ years of all rounded event and bridal management experiences.
- Experience in managing wide range of events types from planning, arranging and start to end.
- People management experinces and ability to work with people from diverse background.
- Able to organize tasks and plan event handling withing the events team, to ensure smooth operation and priorities among clients and timing.
- Fluency in English. Japanese language is strongly advantage

会社説明