



The Gold Coast Convention and Exhibition Centre (GCCEC) is a world-class venue that accommodates a range of conventions, exhibitions, sport and entertainment events.

Room Set Up Manager

POSITION SUMMARY

An exciting opportunity exists within the Food & Beverage team for a Room Set Up Manager. In this 'hands-on' role you will be responsible for executing the set up of all areas within the Centre. This will require knowledge of various room set-ups styles, including but not limited to theatre, banqueting, entertainment and exhibition in order to meet event requirements. In addition you will be responsible for providing leadership direction within general duties in an efficient, professional, timely and friendly manner.

RESPONSIBILITIES

Responsibilities will include:

- Function and event planning to ensure that all room sets and break downs as assigned by Floor Manger or Resume are achieved within deadlines
- Ensure all equipment and furniture is moved with the utmost care following manual handling guidelines
- Ensure the cleaning and maintenance of all general duties equipment, storage rooms, facilities and service areas
- Ensure adherence to the certified Enterprise Bargaining Agreement or relevant award
- Manage labour operating levels and rosters to ensure operational and budgetary guidelines are achieved
- Responsible for ensuring the GCCEC Work Health and Safety requirements are met within the department through compliance with all policies, procedures and programmes
- Provide leadership including people planning, training, development and performance management

KEY SELECTION CRITERIA

To be successful you will have the following:

- Demonstrated Supervisory/Management experience essential
- Forklift and Elevated Platform License highly regarded
- Previous experience in Convention Centre/Stadium environment
- Previous rostering and scheduling experience essential
- Previous experience in delivering training (Cert IV Trainer qualifications highly regarded)
- High degree of computer skills including Microsoft Office Suite
- Demonstrated understanding of Certified Agreements
- Sound knowledge of WH&S legislation and associated standards
- Outstanding communication skills, both written and verbal
- Previous experience in providing leadership and direction
- Enthusiasm, energy and a "can do" attitude

Due to the nature of the business, flexibility with working hours is essential.

If you are interested in applying for this position, please forward your resume detailing your experience to:

Human Resources Department
Gold Coast Convention and Exhibition Centre
PO Box 1407
BROADBEACH QLD 4218
Email address: employment@gccec.com.au

We thank you in advance for your application however only those successful in gaining an interview will be contacted.

Applications close: 5:00 pm Tuesday 14th February 2012