

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CONFERENCE SERVICES COORDINATOR – OCALA

PAY GRADE C-7

OVERTIME STATUS: NON EXEMPT

MAJOR RESPONSIBILITY:

Provide critical support to the events management function within the Conference Services Department. Key duties revolve around ensuring a seamless delivery of service to customers, from the initial booking to the close of an event. Areas of responsibility cover the Ewers Century Center, The Webber Center and the Ocala Campus.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate degree or other industry certification in the hospitality field preferred.
2. Years of experience in field: Three or more years of experience in a customer service related position preferred.
3. Special skills or abilities related to position: Ability to plan, organize and take initiative. Excellent customer service skills in the hospitality field; verbal and written communication; Skilled in hospitality, catering and special events service areas with knowledge of working with large organizations including corporate accounts; Demonstrated understanding of and compliance with health codes. Applied experience in Microsoft Office Suite.

ESSENTIAL JOB FUNCTIONS:

1. Work closely with Manager of Conference and Food Services to assist with conference sales and bookings.
2. Assist with coordination of advertising and marketing efforts.
3. Answer phone queries, assist walk-in customers and conduct tours of the facilities.
4. Perform administrative functions to effectively deliver high quality service (use a computer to access, input, and retrieve information; prepare correspondence)
5. Maintain complete customer files.
6. Maintain supply of sales kit; distribute as needed.
7. Assist customers with the application process (complete forms; review required insurance, license etc., confirm set-up and technical requirements).
8. Schedule and supervise event staff in absence of Manager of Conference and Food Services.
9. Arrange for computer services support and other College equipment as needed.

Revised 03-24-14

Revised 7-18-12

Revised 3-16-11

Revised 8-23-04-FLSA

ESSENTIAL JOB FUNCTIONS (Continued):

10. Oversee and ensure the maintenance of consistently high standards in the quality of facilities and services.
11. Coordinate with internal and external caterers and ensure event success.
12. Manage customer accounts (prepare bills; track billing and deposits).
13. Prepare periodic facility use and customer survey reports.
14. Maintain post event follow up with customers as needed.
15. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment
- Works outside and inside
- Some flexible hours required including evenings and weekends

PRIMARY LOCATION OF JOB: Building 40 - Ocala Campus

SUPERVISOR OF POSITION: Manager – Conference and Food Services – Ocala

Revised 03-24-14

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