



Ghidorzi Hotel Group

Conference Services Specialist | Ghidorzi Hotel Group

Job Summary

The Conference Services Specialist is a key member of the Ghidorzi Hotel Group event team, responsible for pre-event prepping, room refreshes during event and post-event reassembly of conference spaces at Westwood Conference Center, Fairfield Inn & Suite by Marriott and Hilton Garden Inn. The Ghidorzi Hotel Group team members work in lock to step to ensure excellence in every event we execute, and we are excited to grow our team with this new position.

Primary Responsibilities Include the Following:

- Serve as the point person for all event setup.
- Prepare meeting space by moving, arranging and setting up furniture and AV equipment.
- Consult with meeting planner upon arrival the day of the event to confirm key meeting details and conduct an AV test run.
- Serve as a backup for greeting meeting planners the day of the event and guiding them to the event space.
- Coordinate with caterer to ensure timely setup, delivery, refresh and cleanup of catering.
- Keep meeting spaces fresh and clean throughout event.
- Open and close down event spaces as needed.
- Maintain a professional appearance and upbeat customer service attitude interacting with meeting planners, meeting attendees and hotel guests.
- Work independently with minimal supervision while knowing when to ask for help.
- Adhere to safety standards while maintaining efficient work habits.
- Keep all workplace information in strict confidence.
- Perform other tasks as assigned.

Basic Qualifications

- Minimum education level of a High School Diploma.
- Minimum of two years experience in a customer service oriented position.
- Flexible schedule with availability that varies from week to week during daytime, evening and weekend hours according to the conference schedule.
- Minimum a basic proficiency operating AV systems and equipment.
- Ability to operate as trustworthy and reliable team member.
- Ability to lift 50 pounds, move furniture and climb stairs.