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We are looking for an Events Manager at Indian Hills Country Club in Marietta, GA. (East Cobb)

As the Events Manager, you will manage and help the Catering Director with all events, working side by side to ensure perfect events are the standard for our members and guests.

This is a highly responsible position involving planning, scheduling, coordinating, executing private functions and serving the business and social needs of our members. Events Manager will be responsible for the implementation of proper procedure for the set-up of banquet rooms and areas and will serve as a liaison between the front and back of the house during service and sees that the rooms are appropriately cleaned and prepared for the next day.

The job requires excellent member relation skills. The employee must demonstrate tact, diplomacy, common sense, and flexibility, acknowledging that the member is always right, even at times when they are not. In addition, the employee must develop and maintain an excellent relationship with the staff by motivating, instructing, counseling and guiding them to excellence in performance.

What You Need

* Bachelor’s degree in hospitality, event management, food & beverage or a related field required
* At least two years of people management experience required
* At least two years of hospitality and corporate events experience required
* Expertise and proven proficiency in Microsoft Word and Excel required
* Eligibility to work in the United States required; this position is not eligible for employment visa sponsorship
* The flexibility to works evenings, weekends and holidays is essential.

**Send resume to jobs@futren.com**