



HOSPITALITY & EVENTS COORDINATOR

- \$70-80K
- GREAT WORK/LIFE BALANCE
- CAREER GROWTH OPPORTUNITIES
- ACCOMMODATION, WINE AND MORE
- FLEXIBLE WORK TERMS

Lake Moodemere Estate is located in the midst of Victoria's wine country, Rutherglen. The cellar door, restaurant and accommodation is perched on the bank of Lake Moodemere and the Moodemere State Reserve, part of the Murray River System.

The business is owned and operated by Michael and Belinda Chambers, sixth generation vignerons in the Rutherglen. The Moodemere experience is inspired by family gatherings, sharing food, wine, the beauty of the landscape and the bounty of Estate Grown produce.

Lake Moodemere Estate has been awarded one of Australia's Top 50 Vineyards from 2021 - 2023. We became North East Victoria's first Certified Sustainable Vineyard in August 2021. We are in the process of receiving Carbon Neutral certification throughout all streams of the business. Along with our Viticulturist, Joel Chambers, we are committed to greener productivity for future generations.

THE ROLE

We are looking for an outgoing Hospitality and Events Coordinator with an eye for detail and exceptional interpersonal skills. The ideal candidate will be friendly, organised, have excellent communication skills, competent technical ability, an understanding of social media marketing and mailchimp, recruiting and staff supervisor skills, and a passion for customer service and events. The role may be full time or part time with day time hours including weekends and public holidays. Evening hours will be based on booked events or functions. Flexibility of week days and hours is offered, with potential to work three of four weekends per month.

MAIN RESPONSIBILITIES

- Liaising with function and events customers
- Conceptualise, plan, and execute celebration and corporate events
- Manage event budgeting, ensuring efficient allocation of resources
- Creating event timelines to ensure all elements are executed on schedule
- Performing various tasks related to the promotion of the venue, including preparation of menus, function packages, social media, mailchimp, corporate and event marketing channels and communication
- Manage guest reservations, events and functions
- Create and sell on-site group function packages
- On-site function/event coordination
- Hosting in Front of House
- Staff recruitment, rostering, and supervision

EXPERIENCE AND SKILLS REQUIRED

- Previous experience working in hospitality and events
- Competent with booking, front of house, and point of sale systems
- The ability to convert enquiries into bookings
- Exceptional customer service and relationship building skills
- Excellent written communication skills via email, social media, and marketing
- Friendly and professional phone etiquette
- Self-motivated, hard working team-player with a positive and constructive attitude
- Ability to think on your feet and resolve issues
- Staff recruitment and coordination
- Preparing detailed function budgets, run sheets and reports
- Current RSA



WHAT WE CAN OFFER

- A dynamic and exciting work environment at one of Victoria's most beautiful wine properties.
- Opportunities for career growth, development and training within a fast growing hospitality and wine business.
- Flexible working arrangements.
- An amazing waterfront location in the heart of wine country.
- A positive and supportive team culture.
- Accommodation located in the nearby town of Corowa within 15 minutes driving distance of your workplace. Cycling time is 30 minutes along river cycle paths.
- Salary options may include accommodation, wine, access to sporting facilities and more.
- A vibrant regional industry and community with opportunities for social engagement across a diverse range of demographics and interests.



SEND YOUR CV AND RESUME TO BELINDA@MOODEMEREWINES.COM.AU