



Event Manager

About the Club:

Andover Country Club is an elegant, luxury, family-oriented golf and country club with strong ties to tradition and history. For over 90 years, we have continued to offer our members and guests the highest level of service and hospitality.

As the premier private club in the Merrimack Valley, Andover Country Club provides a meticulously manicured championship golf course for members and their guests, an elegant fine dining restaurant and lounge, a lively members bar, and the ideal place for all your special events.

Job Summary:

The Event Manager coordinates all sales responsibility and service aspects related to events, weddings, meetings, and golf outings booked through the sales office.

Job Description:

- Respond to calls, e-mails and voicemails from potential clients.
- Utilize CRM to put new contacts into the software for email tracking purposes, update contact information as necessary, include notes on contact, and assign follow-up tasks.
- Schedule and conduct tours with perspective clients. Answer all questions and provide client with the necessary information to move forward with event booking.
- Assist client in the selection of food and beverage menu using upselling techniques to maximize revenue.
- Discuss available dates and vendor needs with potential clients.
- Prepare BEOs and contracts for new clients. Receive deposits.
- Act as liaison to the kitchen for any changes or additions to menus from the client.
- Assure correct and accurate payment for event.
- Be available for walk-in traffic to tour and answer pertinent questions regarding potential events.
- Manage events and event staff to ensure all the client's needs are met. Be on-hand during the entirety of the event for the client's convenience.



- Manage weekend events and cover Sales Office on Saturday and Sunday when scheduled.
- General Manager may assign additional or different responsibilities based on the needs of the business.

Job Qualifications:

- 1-3 years of Sales and Event Experience in a country club, hotel, restaurant, resort, or banquet hall setting
- Bachelor's Degree preferred or equivalent work experience
- Strong sales, customer service, and closing skills
- Experience working with a Contact Relationship Management (CRM) software to track all lead correspondence and sales lifecycles, and pull weekly sales reports
- Experience running events and working with event staff to ensure smooth event operations
- Computer skills in Jonas Club Management, Microsoft Office (Word, Excel, PowerPoint, Outlook), HubSpot CRM or equivalent, and a PC operating system are strongly preferred.
- **Candidates must be able to work a flexible schedule, with availability to work days, evenings, holidays, and weekends.**

Job Value/Compensation:

Commensurate with qualifications and experience. Full Time, year-round position. Benefits include health insurance, dental, and paid vacation.

Reports to:

General Manager

Supervises:

Banquet Staff

Please send resume and cover letter to: Geoff Piva, General Manager - geoff@andovercountryclub.com

NO PHONE CALLS PLEASE