



# Job Opportunity

## Conference Porter

Ref: TB17-45 A

<b>CONTRACT:</b>	Full-time Permanent
<b>HOURS :</b>	Candidates should be fully flexible over a 7-day period to fulfil business requirements.
<b>LOCATION:</b>	Titanic Belfast
<b>REPORTING TO:</b>	Operations Co-ordinator, Hospitality Department.

### General Purpose

To support the smooth running of the Conferencing & Banqueting team by ensuring everything is set-up as per requirements for each event to reflect our 5\* standards of service. Following each event assisting in clearing the venue spaces and preparing for the next event.

### Duties and Responsibilities

- Set-up of venue spaces according to our BEO's (Banquet Event Orders)
- Moving furniture according to business needs
- Ensure all furniture, company and client property is treated with care and respect
- Promptly reporting any concerns re damage to items to enable repair or replacement as required
- Communicate with the Set-up Supervisor and Duty Event Manager to ensure all requirements for
- The event are delivered in line with required timescales and company policy
- Assist the Audio-Visual team as and when required
- Support the team by assisting with deliveries and collections
- Liaising with the Set-up Supervisor to ensure all tasks are scheduled in line with business
- Requirements

*The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.*

### Essential Criteria

- Methodical and organised and able to work on own initiative
- Team Player
- Good level of written and spoken English

### Desirable Criteria

- Previous experience in a similar role
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- A knowledge of good practice relating to Health & Safety regulations

**Successful applicants will be expected to work daytime, evening and weekends.**

### **Methods to apply**

Attend our Hospitality Open Day on Tuesday 22<sup>nd</sup> August 2017 at Titanic Belfast anytime between the hours of 12:00 to 18:00. Complete an application form on site and attend interview. The open day will also give prospective applicants an opportunity to speak to the team, find out more about the role and experience what Titanic Belfast has to offer.

Alternatively

Request an application form in advanced of our open day by contacting [careers@tblinternational.com](mailto:careers@tblinternational.com)  
Return emailed applications by **Monday 21<sup>st</sup> August 2017 or bring completed forms along to our Open day.** Applications will only be accepted via company application forms. The last date for requesting application pack by email is **3.00pm Friday 18<sup>th</sup> August 2017.**

- **Interviews will be held on Tuesday 22<sup>nd</sup> August 2017.**

***Titanic Belfast Limited is an Equal Opportunities Employer***

