

‘WE ARE WHAT WE REPEATEDLY DO.  
EXCELLENCE, THEREFORE, IS NOT  
AN ACT BUT A HABIT’.

- Aristotle

At the Grand Hotel Excelsior we strive to deliver a superior service quality at all times. We aim to continuously exceed expectations, and encourage all our team members to offer an exceptional service to each of our guests. We strongly believe in the strengths of our team members, who have made the Grand Hotel Excelsior one of the leading hotels on the Island.

## VACANCY - EVENTS EXECUTIVE (WEDDINGS)

**Closing Date - 31st May 2025**

**Basis - Full Time**

### **Guest Service**

- Meeting couples who would like to organise their wedding at the Hotel and advising them about available venues and wedding packages
- Initiating improvement to facilities and services, based on feedback from clients and market research on competitors' activities

### **Event planning and production**

- Carrying out all the tasks to ensure the success of each wedding including- booking event space; arranging food and beverage; ordering supplies and audiovisual equipment; ordering event signage; ensuring appropriate décor (flowers, linens, colour schemes, etc.) to meet/ exceed the expectations of clients
- Creating and revising room layouts for each wedding
- Proposing new ideas to improve the event planning and implementation process
- Serving as liaison with vendors on event-related matters
- Assisting with managing on-site production and clean up for events as necessary
- Discussing functions with clients, ascertaining and noting their exact needs

### **Relations with clients/product knowledge**

- Showing couples the various facilities available, advising and discussing the merits of various options
- Discussing the choice of menus, beverages and table plans
- Ascertaining what entertainment is required
- Ascertaining what table appointments e.g. flowers are required

### **Coordination**

- Confirming the availability of facilities required
- Monitoring and controlling provisional and confirmed function bookings and ensure that no double-bookings occur
- Distributing function sheets of events and sending updates as necessary
- Being constantly aware of new business opportunities and taking necessary action
- Being available to events organisers at all times during a conference
- Planning and coordinating regular Weddings Fairs

### **Standards**

- Ensuring the cleanliness of wedding venues
- Ensuring that all the equipment requested is in position and in working order

### **Internal Events**

- Planning and coordinating internal events on a monthly basis

### **General Requirements**

- Comply with all company policies of the Grand Hotel Excelsior
- Comply with all systems and procedures as laid down by the General Manager and Head of Marketing
- Maintain a high standard of personal appearance and hygiene at all times
- Participate in Health and Safety training and have a complete and up-to-date knowledge of Hotel emergency and evacuation procedures
- The company reserves the right to add and amend any duties or responsibilities at its discretion.

**Interested candidates are requested to send their CV and covering letter to:  
hr@excelsior.com.mt or Human Resources Department, Grand Hotel Excelsior,  
Great Siege Road, Floriana.**



[www.excelsior.com.mt](http://www.excelsior.com.mt)

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