

## **Events Manager, Ridgewood Country Club**

The Ridgewood Country Club founded in 1890 is a twenty-seven-hole private golf course and clubhouse constructed in Paramus, New Jersey.

The Ridgewood Country Club is seeking an Events Manager who is passionate about realizing and executing a variety of events. The Events Manager will conceptualize, create, and execute events, which will include golf events and tournaments, social events, weddings and holiday functions. Responsibilities will include maintaining Banquet Event Contracts, receiving and answering member phone calls and working with internal departments including, food & beverage, housekeeping and golf. The Events Manager will be responsible for bringing new and creative event ideas to RCC to excite and engage membership. This is a fun and exciting role that relies heavily on details, organization and creativity.

Responsibilities include:

- Handling inquiry calls, proposals, negotiation, and contracts according to departmental procedures
- Planning and executing events per season including golf outings, weddings, catered affairs, and member sponsored corporate functions
- Processing all event orders & payments
- Ensuring all event details are accurate
- Executing events in conjunction with banquet and culinary teams and being present for duration of events
- Performing additional duties as assigned by Club Manager

Requirements include:

- A Bachelor's degree in related field
- Minimum of 5 years related experience working in events preferably at a golf and country club
- Strong organizational skills and high-level of attention to detail
- Diplomatic team player able to foster relationships with Members, guests, staff, and vendors
- Able to problem solve on your feet while maintaining composure
- Must be able to work in a high pace environment balancing many different tasks
- Being the main point of contact to the event host from date of inquiry throughout the event date
- Must be proficient in Microsoft Office and have the ability to learn, comprehend, and effectively use software systems
- Candidates must be able to work a flexible schedule including evenings, weekends, and holidays.
- Bilingual Spanish speaking a plus.

Resume

- Please send your resume via email to the attention of the Ridgewood Country Club Human Resources Manager, Jackie Bartel at [jbartel@rcc1890.com](mailto:jbartel@rcc1890.com).

