



Ultimately, it's all about service

Are you focused, efficient, proactive and have the ability to handle multiple tasks simultaneously? If so one of the following positions await you:

Events and Local Business Manager

With a minimum of (3) three experience the successful applicant must be an experienced, take charge professional with the ability to communicate effectively, manage work related administrative needs and meet deadlines with little or no supervision. Tasks include but not circumscribed to, booking event space, main contact for planning and executing groups, weddings and events, arranging food and beverage requirements, conducting research and assisting clients with preparations whilst providing courteous, prompt and professional service. A key aspect of this role is to grow our local business through marketing and networking. It should be assumed that revenue from conferences, weddings and local clientele patronizing our restaurants and beach facilities will grow month on month.

Please send your full Curriculum Vitae or completed Carlisle Bay job application form to: Human Resources, Carlisle Bay, Box W1140, Woods Centre, Antigua or by hand to Carlisle Bay, Old Road, St. Mary's, Antigua or by email to hr@carlisle-bay.com.

For more information about us please have a look at our website www.carlisle-bay.com