

*Panthers Port Macquarie are seeking enthusiastic, dedicated and customer focused individual to join their friendly team.*

Panthers Port Macquarie are currently looking for a passionate and customer service professional who is interested in working as a Promotions and Entertainment Coordinator. This role aims to ensure the Panthers brand is driven and supported by consistent promotional activities, marketing and other related materials. Thriving on providing exceptional customer service, you will be responsible for keeping our members and guests informed of the exciting promotions and entertainment we have coming up at Panthers.

**Main Duties and Responsibilities will include, however are not limited to:**

* Demonstrate effective and clear verbal communication whilst using a microphone;
* Support and conduct all raffles, promotions, entertainment and marketing campaigns in a professional manner at all times and in accordance of regulations;
* Ensure raffles, promotions and entertainment comply with Group and venue policies and procedures;
* Ensure venue is set to standards for all shows within the Club;
* Assist with seating of shows when required;
* Attend regular team meetings to ensure up to date with all promotions and entertainment and;
* Liaise with acts and book entertainment as directed.

**To be successful in this role, you will have:**

* Outstanding communication and customer service skills;
* A strong work ethic and ability to work in a team environment as well as autonomously;
* High standard of personal grooming;
* Charismatic personality and a welcoming nature;
* The ability and initiative to work efficiently and pro-actively independently and in a team;
* RSA and RCG qualifications;
* A history of accurate cash handling is essential and;
* Intermediate to advanced computer skills.

You will excel in a multi-skilled team environment, and enjoy providing magnificent customer service to our members and guests. You are required to be flexible and reliable as you will need to be available 24/7 to work as required including nights, weekends and public holidays.

If this sounds like the position for you, please apply today!

*Panthers is an Equal Opportunity Employer and encourages Indigenous Australians to apply.*

**Want to Apply?**

Please send your Cover Letter and updated resume to:

[employment@panthers.com.au](mailto:employment@panthers.com.au)

Promotions & Entertainment Coordinator

Part-Time Permanent Position