



Company Details Confidential



#JOB-2454909



Intercontinental Dublin, Simmonscourt Road,
Ballsbridge, Dublin 4, D04 A9K8



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



24/06/2026



22/07/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Meetings & Events Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Ballsbridge Hotel Partnership (Ballsbridge Leisure Investments Limited), T/A Intercontinental Hotel is currently seeking 1 Meetings & Events Manager to work at Co InterContinental Hotel, Simmonscourt Road, Ballsbridge, Dublin 4 D04A9K8, IRELAND.

Main Duties and Responsibilities:

Enquiry & Booking Management: Oversee and process all event enquiries, quotes, and contracts efficiently; maintain accurate client trackers, booking systems, and customer profiles.

Financial & Revenue Control: Manage departmental forecasting, annual pricing adjustments, and budgeting; ensure secure payment processing, contract compliance, and accurate invoicing.

Event Planning & Communication: Record detailed client requirements (AV, menus, room setups) and lead weekly catering meetings to distribute function sheets to Heads of Departments (HODs).

Quality Assurance & Operations: Ensure high standards of performance by inspecting meeting rooms daily, managing the conference desk, and coordinating with external vendors.

Business Development & Sales: Conduct client site inspections, proactively chase leads, identify PR opportunities, and collaborate with the Sales & Marketing team to grow business.

Team & Brand Leadership: Train and monitor staff to deliver exceptional customer service, maintain strong internal relationships, and uphold the hotel's brand standards.

Contract type: 24 months

39 hours per week / Annual salary 38,000.00 / 18.74 per hour.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]