



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The ICC Durban is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 11 years.

## GRADUATE PROGRAMME – FUNCTIONS CO-ORDINATOR

The Durban ICC is calling for suitable Graduates to join our graduate programme within the Operations Department. The graduate programme is a 12 month programme.

The position within the Graduate Programme is that of Function Co-ordinator. The incumbents will be required to perform tasks supporting live events within the Durban ICC, a 7-day, 24hr business. The position reports directly to the Operations Manager/s, working closely with Senior Function Co-ordinators, the Food & Beverage Manager and respective team members as well as the Events & Culinary Department.

### QUALIFICATIONS, EXPERIENCE & COMPETENCIES

#### **Minimum Qualifications**

- Hospitality Management / similar tertiary certification
- Basic Computer Skills
- Good command of the English language (both written & verbal)

#### **Attributes**

- Good communication skills.
- High tolerance for working under pressure.
- Confidence to deal with irate / difficult clients.
- Attention to detail and quality orientated.
- Willing to work flexi-hours (including weekends & public holidays) as and when business dictates.
- Team player

### KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Prepares for events held at the Durban ICC through verbal and written communication both on an internal & external level.
- Co-ordinates live events from set-up, live event & breakdown
- Works closely with internal and external clients as well as suppliers and service providers.
- Ensures that the Operations Sheet and floor plans are followed accurately and additional requests / requirements are executed timeously.
- Hands-on delivery and quality checks to ensure that the Durban ICC standards are constantly adhered to.
- Provides solutions to problems / challenges by communicating with Senior team members.
- Undertakes general administration such as but not limited to; stock-take, event reports etc...

### APPLICATIONS

Applications must reach the Human Resources Liaison Officer, ICC Durban, PO Box 155, Durban 4000 or 45 Bram Fischer Rd, Durban 4001 or e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)

Closing date for the CV submissions is **14 October 2013**.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful. Applicants with criminal records will not be considered due to the nature of business.

  
Julie-May Ellingson TRP(SA)  
CHIEF EXECUTIVE OFFICER