Rwanda Ultimate Golf Course Ltd

Job Description

Title: Events Coordinator

Reports to: Events Manager

About us;
Rwanda Ultimate Golf Course is a private company created to position Rwanda as the best golfing destination in Africa and one of the greatest in the world. The first project of Rwanda Ultimate Golf Course, in order to reach this goal, is the Kigali Golf Resort & Villas. The golf course is a real estate masterpiece designed by the world-famous Gary Player. The facility will also include a five-star Clubhouse and other amenities.

Job Purpose;

The Events Coordinator supports the planning, organization, and execution of events at the Kigali Golf Resort & Villas. This role ensures that all event details are well-coordinated across departments, especially with the Food & Beverage and Commercial teams, to deliver seamless and memorable guest experiences. The Events Coordinator will handle day-to-day event logistics, communication with clients, preparation of event materials, and on-site operational support. At Kigali Golf Resort & Villas, we look for individuals who are professional, attentive to detail, and committed to consistently exceeding guest expectations.

Events Coordinator Tasks and Responsibilities - include but are not limited to:

- Assist in the planning and execution of events, ensuring all details are captured and communicated accurately.
- Prepare event function sheets, schedules, checklists, and documentation for internal and external use.
- Coordinate event setups with relevant departments including F&B, Kitchen, Stewarding, Housekeeping, and Engineering.
- Ensure event venues are properly prepared, clean, and appropriately arranged ahead of schedule.
- Support the Events Manager in planning event layouts, seating plans, menus, and service timelines.
- Serve as a point of contact for clients before and during events to provide updates and support.
- Handle client questions, requests, and concerns with professionalism and urgency.
- Provide on-site support during events to ensure smooth execution and high guest satisfaction.

- Conduct post-event follow-ups when needed and gather feedback for improvement.
- Assist in the preparation of event proposals, quotations, and billing support documentation.
- Maintain event files, records, and communication logs in an organized and up-to-date manner.
- Ensure timely communication of event details to all concerned stakeholders.
- Support the Events Manager in preparing weekly event reports and schedules.
- Participate in internal meetings to share event details and ensure alignment across the F&B and Commercial teams.
- Work collaboratively with service and culinary teams to ensure excellent event service delivery.
- Monitor venue and equipment needs, reporting any maintenance requirements.
- Ensure compliance with all event-related safety, hygiene, and service standards.
- Assist in training temporary staff assigned for events when needed.

Qualifications and Requirements.

- 2–3 years of experience in event coordination, hospitality operations, or a similar role.
- Certification or diploma in Hospitality Management, Events Management, or related field (preferred).
- Experience working in a hotel, resort, or luxury service environment is an added advantage.

Skills & Competencies

- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills in English.
- Ability to manage multiple tasks and work under pressure.
- Strong interpersonal skills and the ability to work effectively with diverse teams.
- Confident, professional, and able to handle clients gracefully.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with event management tools/software is an advantage.

How to Apply

- The deadline for submitting applications is Sunday, **November 29, 2026, at 14:00 hrs Kigali time.**
- All applicants must send their application documents in **a single PDF file** to **hr@kigaligolf.rw** with the subject line " **Events Coordinator Position."**
- **Only selected candidates for interview will be contacted.**