



Event and Sales Assistant Manager

Kokomo Private Island Fiji is seeking an experienced individual for the **Event and Sales Assistant Manager** position to be based in Kokomo Private Island Resort, in Kadavu.

The successful applicant will be facilitating Sales, Marketing and PR familiarisation visits, to showcase the offering of the island and potential to their market. The ideal candidate will also combine strong sales expertise and commercial savvy to enhance island revenues. you will be instrumental in creating unforgettable experiences for our distinguished guests, enhancing every event with passion, creativity, and meticulous attention to detail. Will also work closely with all departments to ensure the smooth co-ordination and delivery of guest-focused hosted stays, events and activations.

Key Responsibilities:

Event & Famil Hosting Co-ordination:

- Design, plan and execute a diverse range of events from initial stages ensuring each event aligns with Kokomo's reputation for luxury and exclusivity.
- Collaborate closely with various departments, including F&B, Engineering and Maintenance, to create seamless and memorable experiences.
- Manage event budgets, negotiate contracts with vendors, and oversee all logistical aspects to ensure flawless execution.

Guest Experience Enhancement:

- Continuously innovate and enhance guest experiences through personalised touches, bespoke services, and surprise elements that resonate with our international clientele.
- Solicit and analyse guest feedback to identify areas for improvement and implement strategies to elevate overall guest satisfaction.
- Foster relationships with guests, anticipating their needs and preferences to create customised experiences that exceed expectations.

Team Collaboration:

- Work collaboratively with the island and Sydney Sales team to ensure alignment with Kokomo's standards of excellence in service and guest engagement.
- Provide mentorship and guidance to junior staff members, fostering a culture of creativity, professionalism, and unparalleled guest service.
- Responsible for leading event related meetings with all department heads to ensure communication is seamless between all departments.

Sales & Event Data Development and Analysis:

- Monitor and analyse event revenue, profitability, and return on investment.
- Analyse occupancy impact, and revenue contribution from events and hosted stays.
- Evaluate famil benefits (enquiries & future bookings secured).
- Monitor key performance indicators (KPIs) such as average revenue per event, cost per guest and guest satisfaction.

Qualifications:

- Bachelor's degree in hospitality management, Business Administration, or a related discipline
- Proven experience in luxury hospitality environments, preferably within international resorts or remote island destinations
- Strong understanding of high-end guest service standards and luxury brand expectation
- Excellent negotiation, stakeholder management, communication, and presentation skills
- Demonstrated ability to thrive in a fast-paced, multicultural resort environment
- Highly organised, adaptable, and capable of managing multiple operational priorities simultaneously
- Proficiency in Microsoft Office, Mac OS, and CRM platforms; experience with hospitality management systems is highly regarded
- Previous international or remote-location work experience will be considered an advantage

Please note we will only be considering applicants who meet the minimum qualifications outlined above.

If you are suitably qualified for the above position and ready to join our team, please apply.

Send your detailed CV, a cover letter and recent PP size photo

Via email to

recruitment@kokomoislandfiji.com

Only shortlisted applicants will be contacted for an interview

Applications will close on **June 13th, 2026**