

Banquet Coordinator

Northend Banquet Facility is currently looking for an experienced Mature Banquet Coordinator.

The Banquet Coordinator effectively works in line with the requests of the customer; must be in constant contact (communication) with the chefs, and servers.

The Banquet Coordinator makes sure that everything that is needed at the venue is in place, like having enough tables and chairs for guests. He/she also ensure that there is a clear pathway (easy access) to the serving area.

It is also the responsibility of the coordinator to make sure utensils are in good shape, and that numbers/name cards and/or invites are kept in an orderly way.

Banquet Coordinators during the course of the event make sure guests do not run short of food and drinks and that all tables within the venue are well-attended to.

It is also part of his/her work description to ensure that health rules are strictly adhered to when it comes to food and beverage distribution/service.

The aim of every Banquet Coordinator is to ensure that any event he/ she oversees does not have any hitch (runs smoothly) even if they face a complicated situation.

He/she is required to take immediate action to nip any problem that may arise in the course of an event in the bud. That is to say that the coordinator should be able to make difficult decisions so as to avoid unwanted negative surprises.

Reports directly to the Banquet Manager.

- Good and effective communication skills
- Must display good leadership qualities
- Must be a good team player
- Should have good organizational and coordinating abilities
- Excellent problem-solving ability is a must-have quality
- Strong ability to prioritize workload
- Ensure completion of all assigned tasks for the day by checking off the event sheet; assign closing duties to staff
- Maintain sign in/out forms

Must be 25 years or older.

Must have 3-5 years experience in the hospitality/banquet industry.

Must have own transportation.

Must be able to work in Canada.

Must speak, read & write fluently in English.

Able to work weekdays/weekends and very flexible.