

## JOB ANNOUNCEMENT

**POSITION:** Banquet Coordinator  
**DEPARTMENT:** Food & Beverage  
**STATUS:** Full-time  
**SHIFT:** Days/Swings/Weekends  
**RATE:** \$DOE

**NUMBER OF POSITIONS:** 1  
**REPORTS TO:** Food & Beverage Director  
**SUPERVISES:** Banquet staff

**JOB SUMMARY:** Responsible for developing a mechanism and methodology for attracting business to the property. Creates effective sales tools to promote the property as a destination and ensures program effectiveness. Interfaces with conference and banquet planners to establish and execute their function. Creates or directs sales campaigns for the purpose of establishing a new customer base.

### ESSENTIAL JOB FUNCTIONS:

- Negotiate and processes event contracts
- Draft professional correspondence to be sent to prospects
- Responsible for designing and creating sales packets applicable to target market.
- Focused promotion of the property as a destination
- Develop and maintain prospect database
- Execute functions as host/contact per the agreed upon contract.
- Ability to work flexible hours.
- Coordinate with food and beverage staff on schedules, menus, linens and all necessary supplies to execute function
- Keeps facility department abreast of desired setup arrangements
- Informs all departments included of desired arrangement for staffing, security and surveillance
- Fashions appropriate décor to enhance the presentation
- Inventory and purchases appropriate items such as centerpieces, flower arrangements, etc.
- Performs other related job duties as assigned.

### MINIMUM QUALIFICATIONS:

- Superior customer service skills with a strong depth of knowledge of customer service, food and beverage lead times, legal contracts.
- Excellent organizational skills
- Computer literate with depth of knowledge of MS Excel and Word required
- Create aesthetically pleasing presentations, work well with the department managers/supervisors. Be an exceptional ‘people person’, keep all employees aware of scheduled events.
- Excellent written and oral communication skills
- Experience with vendor relations
- High school Diploma or GED Required. Server/Banquet experience a plus.

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand/sit for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Must stand and walk 45% of work time and sitting 80% of work time.
- Lifting requirements in excess of 25 lbs. or greater ‘repetitive’ and carrying up to 15 lbs.
- Must have ability to work in a fast-paced environment and flexibility to change direction/focus when needed.
- Enjoy working in a team environment.