

Banquet & Events Coordinator

Job Duties:

- Planning, organizing, promoting, facilitating and coordinating different types of events
- Preparing event reports
- Preparation of event contracts or orders
- Preparing event budget
- Scheduling events and coordinating appointments
- Creating and revising plans and layouts of different events
- Monitoring and coordinating the timeline of events
- Supervising and coordinating activities of the catering as well as subcontractors
- Ensuring all contractual obligations are met
- Ensuring event venue is on time
- Liaising with the client to ensure all needs are satisfied with quality services
- Ensuring events location fulfills all building, health and safety requirements
- Ad hoc as assigned

Requirements:

- Diploma or above in Hospitality Management
- Comprehensive knowledge in food & beverage safety
- Good command of written and spoken English is an advantage
- Strong analytical with well planning, organization & time management skills
- Problem Solving, attention to details and critical thinking
- Good command with Microsoft Office
- Able to work under pressure in a fast-paced environment
- Immediate availability will be an advantage