Downloaded from <https://www.velvetjobs.com/job-descriptions/banquet-coordinator>

# Example of Banquet Coordinator Job Description

Our innovative and growing company is looking for a banquet coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for banquet coordinator

* Be creative and produce diagrams through the use of Room Viewer program
* Produce and close banquet checks through the Delphi system and input in Micros
* Assist private event management that all staff are in adherence to proper service rules and polices
* Ensure all information regarding each function is properly communicated in order to facilitate the proper handling of the group
* Act as a liaison between Private Events and Catering/Conference Services with consistent communication
* Read, understand, and use the Delphi program
* Cope with consistent distractions during the day
* Maintain a courteous, friendly, caring and helpful attitude with clients, other hotel personnel
* Assist clients, private event staff and other departments in the absence of the Director of Private Events or a private event captain
* Assist and work closely with the Director of Private Events in all aspects of the department

## Qualifications for banquet coordinator

* Represent private event management in daily BEO event meetings, and Pre-convention meetings
* Use a phone, nextel radio, copy, fax machines and other business machines
* Read a BEO and properly staff an event while preventing over scheduling
* Represent private event management when emergencies occur
* Ensure proper maintenance, care and security of hotel equipment through proper supervision
* Communicate changes and manage schedules for houseman, captains, servers, and bartenders