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# Example of Banquet Coordinator Job Description

Our 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

* Use and understand LMS (Labor Management System)
* Conduct oneself in a professional manner at all times as an ambassador of the hotel to reflect the high company
* Gave intuitive service, smile, use eye contact, offer warm greetings and thank all of our internal and external guests
* Use and understand the 10’-5’-3’ rule
* Complete Banquet billings
* Daily change log reporting & and distribution of Guarantee Sheets to the F&B operational teams and Copy and distribute Last Minute BEOs and diagrams when required with daily Guarantee Sheets on weekends
* Create and maintain Banquet menu cards
* Cover the Conference Services General Line (extension 6460) when the Conference Event Coordinator is unavailable
* Assist in-house conference groups when necessary
* Provide support to our wedding coordinator on Friday’s and Saturday’s

## Qualifications for banquet coordinator

* Applicants must possess at least Certificate in Hotel Management or equivalent
* Applicants should be Malaysian citizen
* Two (2) year of administrative assistant experience or an equivalent combination of education, training and experience
* Candidate must have exceptional people skills with the ability to build trust and relationships
* Organizational, time management skills and the ability to network within the business arena, a must have
* Must have exceptional clerical skills for typing, filing and the ability to use the computer and internet systems to research potential business leads and emailing