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# Example of Banquet Coordinator Job Description

Our growing company is looking to fill the role of banquet coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for banquet coordinator

* Partner with internal service providers and Internal Events/Meeting teams to ensure catering, event set up, service, and quality expectations are met
* Work closely with Internal Events/Meeting teams, overseeing logistics and communicating requirements of all events and meetings to all relevant parties internally and externally when applicable
* Regular inventory and quality check of all supplies needed for meetings and events
* Make recommendations for creative floor plans/room setups for events and meetings
* Assist with conference/meeting room walk throughs to ensure spaces are presentable
* Recommend plan of operation and logistics and ensure clients receive exceptional customer service and support for their events/meetings and prepare for and contribute to weekly logistics and cross team meetings
* Perform administrative duties and special projects related to the department as assigned
* Be one of the expert users for the firm’s conference room booking platform (EMS) in order to provide support to internal clients and to ensure integrity and accuracy of information
* Responsible for maintaining and fostering positive internal and external relationships, with clients, vendors and service providers
* Manages assigned administrative and operational functions within the department consistent with the strategic plan and vision for the department, the property and the company with a focus on elevating service and a commitment to continuous improvement

## Qualifications for banquet coordinator

* Lift or carry a minimum of 30 pounds, unassisted, in the performance of specific tasks assigned
* Minimum at least GCE “O” Level
* Able to work independently in a highly pressurising and fast paced environment
* At least one year Administrative experience preferred
* At least one year Food and Beverage Administrative experience preferred
* Mathematical skills preferred