



## Example of Banquet Manager Job Description

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Our company is searching for experienced candidates for the position of banquet manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for banquet manager

- Assist in menu planning and advise on set-up plans
  - Determine and schedule appropriate staffing level
  - Communicate all adjustments of events throughout the concerned departments
  - Control the usage of food and beverage items and appropriate usage of banquet equipment, tools and service equipment while ensuring its correct and safe usage
  - Forecast covers and revenues, while controlling payroll and other relevant costs, minimizing loss and misuse in order to achieve and exceed the budgeted profitability
  - Participate in training, developing, coaching and managing directly reporting Talents
  - Accomplish a set of administrative duties such as representing, leading, attending meetings, establishing required reports, scheduling, and forecasting
  - Maintain a strong client relationship to ensure that all convention specifications are communicated accordingly
  - Manage complaints professionally and take corrective actions to ensure highest level of guest satisfaction
  - Develop, implement and continually review the policies, procedures, and standards and control their consistent application
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- Proven ability to work effectively with all levels of staff and management
- Knowledge of Languages, spoken and written, Portuguese and English  
Preferably
- At least 2+ years Banquet, Catering and Convention management experience
- Extensive front of house and back of the house knowledge
- Arabic and/or French spoken required
- Represents management at functions