

## **JOB DESCRIPTION**

**JOB TITLE :** *BANQUET COORDINATOR*  
**DIVISION :** *F&B ADMINISTRATION*  
**JOB CODE :**  
**REPORTS TO :** *FOOD & BEVERAGE MANAGER*

### **GENERAL MISSION**

Responsible for administrative services for banquet, handles reservations and arrangement of functions.

### **RESPONSIBILITIES & MEANS**

Performs any other duties as assigned by your superior in a timely and efficient manner

### **ADMINISTRATIVE RESPONSIBILITIES**

Amends and updates change in bookings in the Reservation Book accordingly.

Establishes tracing dates for all bookings; Banquet Trace Slips are maintained in the trace box according to the date of next trace.

Follow up on tentative functions until a confirmed date is acquired.

Types and faxes proposal letters and Banquet contracts within 24 hours of inquiry; prepares memorandum and other correspondence for the department.

Maintains master files for all related correspondence.

Initiates Banquet Revenue Loss Report on a weekly basis based on the cancellation letter.

Prepares Event Orders for in house functions.

Prepares Daily Event List by 4pm every day; Weekly Forecast on every Thursday and BI-Monthly Forecast on 15<sup>th</sup> and 30<sup>th</sup> of every month.

Ensures all correspondence are properly filed and arranged in accordance to their segments for tracing and follow up of Sales Manager.

Sees to proper handling, usage and maintenance of office equipment and supplies.

### **TECHNICAL RESPONSIBILITIES**

Operates various computer software programs such as Lotus, Window Excel, and WinWord to increase office efficiency

Lotus, Windows Excel, WinWord.

### **COMMERCIAL RESPONSIBILITIES**

Attends to inquiries and reservations made by phone or in person for functions, as well as reservations for other F&B outlets diplomatically.

Places bookings and cancellations of all banquet functions in the Reservation Book .

Ensure all details and information is recorded.

### **SALES RESPONSIBILITIES**

Maintains professional business confidentiality.

Entertains guests in the absence of Banquet Sales Manager.

### **PUBLIC RELATIONS**

Coordinates functions and activities of all employees within the department ~ administration and operations; establishes effective employee relations within and with other departments i.e. Engineering, Accounts, Housekeeping, Public relations and Sales.

### **EXTERNAL LIAISONS**

Attends Weekly Event order Forecast Briefing.

### **REPLACEMENT AND TEMPORARY MISSION N/A**

