

## BANQUETING SUPERVISOR

We are currently seeking Banqueting Supervisor to join and lead Corinthia Hotel London's banqueting team. We provide 8 meeting and events rooms with a total capacity ranging from 20 to 200 people. From our Grand Victorian Ballroom to our intimate boardrooms a personalised service is provided to all our guests.

### **Scope and Purpose**

As a Banqueting Supervisor you will assist the Banqueting Operations Manager with maintaining all standards, policies & procedures relating to food and beverage service within the Conference & Banqueting Department.

There is a strong emphasis on staff training and event planning and ensuring the execution of all events is for filled to a 5 star level, ensuring that guest satisfaction is exceeded each and every time.

### **Entry Requirements**

We are looking for individuals who are looking for development in a junior managerial role and understand what it takes to be the best, preferably with proven success in a similar environment. If you are a team player, keen to learn with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- A proven track-record within a 5\* hotel environment in Conference & Banqueting in a supervisory / junior management role
- Experience in running multiple, high profile events on a large scale to a 5\* standard
- Fluent in written & spoken English
- Confident in delivering & executing multiple & large events
- Ability to deliver a service brief to full time / agency staff
- Experience with ordering beverages & stock-taking
- Confident in attending a pre-con with clients
- Ability to plan ahead for events from conception to completion.
- At least basic knowledge of AV set-ups & room set-ups
- Excellent attention to detail
- Strong communication skills
- Ability to work under pressure
- Pride and attention to detail in your work
- The finest personal presentation
- Distinctive, professional and warm personality

### **Benefits**

- 28 paid holidays per annum inclusive of bank/public holidays
- Complimentary dry cleaning of business attire/uniform
- Friends and family rate on selected days subject to availability
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Complimentary meals on duty
- Professional learning and development programs
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Season ticket loan
- Childcare vouchers

### **About Corinthia:**

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 294 beautifully appointed bedrooms, including 7 penthouses and 42 suites, with 24-hour flexible check-in/check-out, elegant restaurants and bars and the largest, most breathtaking spa in London.

London's most exciting luxury 5\* hotel opened its doors in spring 2011 and offers exceptional opportunities for individuals who are professional craftspeople in their chosen career and we are seeking this pivotal role within our expanding Banqueting team.

Providing individual service with precision and empathy for our guests you will be the heart and soul of this iconic 21st Century Grand Hotel. Our culture is strong, vibrant and distinctive. Our talent development opportunities are excellent and ongoing as our company and brand evolves.

### **Eligibility**

*In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.*