

BANQUETING OPERATIONS MANAGER

We are currently seeking a Banqueting Operations Manager to lead Corinthia Hotel London's Conference & Banqueting team. We provide 8 meeting and event 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 of our guests.

Scope and Purpose

The role of Banqueting Operations Manager is to assist the Director of Food & Beverage with maintaining all Corinthia Hotel London standards, policies & procedures relating to food and beverage service within the Conference & Banqueting Department.

You will attend required BEO meetings giving advice on how to best deliver the event and operational advice where needs be. In addition you will be responsible for ensuring good planning with the necessary service equipment to enable smooth, trouble-free service.

There is a strong emphasis on staff training and event planning, making sure the execution of all events is fulfilled to a 5 star standard, ensuring that guest satisfaction and profitability are met within the department at all times.

Entry Requirements

We are looking for individuals that understand what it takes to be the best and 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:

- Strong track-record within a 5* hotel environment in a Conference & Banqueting management role
- Experience in running multiple, high profile events on a large scale to a very high standard
- Demonstrable experience in P&L management, payroll and controlling departmental costs
- 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 & 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

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. The hotel features 225 beautiful bedrooms, including 51 suites and 11 stunning penthouse suites, 24-hour flexible check-in/check-out, and some of the most talked-about food and beverage destinations in London.

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

Providing individual service with a genuine and positive approach 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.

Benefits

- 28 paid holidays per annum (including bank/public holidays)
- Complimentary dry cleaning of business attire/uniform
- 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 length service & performance)
- Contributory pension scheme provided
- Season ticket loan

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.