



# ASSISTANT BANQUETING OPERATIONS MANAGER

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

Corinthia Hotel London combines contemporary flair with traditional grandeur. The hotel features 294 beautiful bedrooms, including 36 suites and 7 stunning penthouse suites, 24-hour flexible check-in/check-out, and some of the most interesting and happening 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 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.

## **Scope and Purpose**

The role of an Assistant Banqueting Operations Manager is to assist Our Banqueting Operations Manager with maintaining all standards, policies & procedures relating to food and beverage service within the Conference & Banqueting Department. You will also be involved within the training of staff and event planning, to ensure the execution of all events to a 5 star level.

## **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:

- Ideally a minimum of 3 years experience within the 5\* hotel environment in Conference & Banqueting
- Previous experience within a 4/5 star property in a similar role desired
- Fluent in written & spoken English
- 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
- Confident in delivering & executing multiple & large events
- Ability to deliver a service brief to full time / agency staff
- Experience with ordering beverages & stock take
- Able to manage and run the Conference & Banqueting department in the absence of either the Banqueting Operations Manager or Assistant Banqueting Manager
- Confident in attending a pre-con with clients
- Basic IT knowledge would be beneficial
- Ability to plan ahead for events from conception to completion.
- Candidate should have some basic knowledge of AV setups & room setups

### **Benefits**

- 20 paid holidays per annum (plus 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 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.

*To be considered for the Assistant Banqueting Operations Manager role please click 'apply' to be directed to our website to complete the online questionnaire. This will take approximately 10 minutes and ensure your details are fully registered with Corinthia Hotel London Recruitment Team.*