

Banquet Coordinator - City Seasons Hotel Dubai

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Company: Talent Pal

Location: Dubai

Category: other-general

Coordinate all aspects of banquet events including planning execution and followup. Communicate with clients to understand their event requirements and ensure all details are properly recorded and executed. Collaborate with internal teams such as catering audiovisual and facilities to ensure smooth event operations. Create detailed event orders and banquet event orders (BEOs) to provide clear instructions to all involved parties. Oversee the setup execution and breakdown of banquet events ensuring all aspects are carried out according to specifications. Manage and maintain banquet event budgets including tracking expenses and ensuring cost effectiveness. Coordinate with external vendors and suppliers to secure necessary equipment decorations and other event essentials. Address and resolve any issues or concerns that arise during banquet events ensuring client satisfaction. Stay updated on industry trends and best practices in banquet event coordination to continuously improve event execution. Provide exceptional customer service throughout the event planning and execution process. Bachelors degree in hospitality management or a related field. Minimum 23 years of experience in banquet coordination or event planning. Industry certifications such as Certified Meeting Professional (CMP) are preferred. Strong organizational and multitasking skills to handle multiple events simultaneously. Excellent communication and interpersonal skills to effectively interact with clients and internal teams. Attention to detail to ensure all event requirements are properly executed. Proficiency in event management software and Microsoft Office Suite. Ability to work under pressure and meet tight deadlines while maintaining a high level of professionalism. Positive attitude and ability to work effectively in a team oriented environment. Physical ability to lift and move heavy

equipment and decorations as needed. This job has been sourced from an external job board. More jobs on

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