

CityFlatsHotel

Job Posting

Assistant Event Coordinator

Organization Name: Chi Hospitality Land Co. LLC

Reports to: Events Manager

Job Location: Holland, Michigan

Position Summary:

CityFlatsHotel is a uniquely designed 56 room boutique hotel located in Downtown Holland. We offer on-site catering, a rooftop events space, multiple meeting rooms, and an attentive staff. Due to our continued growth and expansion, the Events Department @CityFlatsHotel is seeking an experienced and energetic individual for the position of Assistant Event Coordinator. The ideal candidate will have excellent communication skills, be detailed orientated, and work well under pressure in a fast paced environment.

Responsibilities & Duties:

- Execution of all event details including management of food and beverage services, audio-visual, timing, and layouts per the client's request
- Management of banquet staff during events to ensure prompt service of food and beverages
- Client coordination such as responding to inquiries, conducting site tours, e-mail and phone communication
- Communicate with Event Coordinators, kitchen staff, and the Ballroom & Events Manager to ensure adequate and appropriate accommodations for all food and beverage services
- Oversee the set-up, food service stations, equipment and furniture per guest or contract specifications
- Act as opening or closing manager on assigned event days
- Assist with creation of event documents including layouts, timelines, and banquet event orders

Qualifications & Skills

- Must be 18 years of age
- Minimum of two years of experience in food and beverage or events as well as a bachelor's degree in a hospitality or food service program.
- Exceptional customer service and a knack for anticipating guests needs
- Highly motivated and passionate about the industry
- Ability to lift 30-50 pounds
- Ability to work on your feet for long periods of time
- Work a flexible schedule including weekends (15-30 hours per week)
- Strong attention to detail
- Excellent communication, organizational, and management skills
- Proficient in MS Office
- Strong ability to think strategically, creatively, and resourcefully while working as a team or individually