

ASSISTANT EVENT COORDINATOR

theBallroom @ CITYFLATSHOTEL PORT HURON

800 Military St. | Port Huron, MI 48060

OVERVIEW

Due to our continued growth and expansion, CityFlatsHotel in downtown Port Huron, is seeking an experienced and energetic individual for the position of Event Coordinator.

The Event Coordinator is responsible for but not limited to:

- Executing events according to clients' requests
- Attending final client meetings
- Assisting the Events Manager with event details
- Managing banquet staff
- Managing all food and beverage services
- Communicating with and directing kitchen staff
- Executing custom lighting in accordance with the event timeline
- Set-up and tear-down of all CityFlatsHotel A/V equipment
- Scheduling and executing tours with potential clients
- Creating BEO's, timelines, layouts, and invoices
- Organizing and executing liquor and beverage inventory
- Ordering event linens
- Assisting with scheduling of event staff

CORE QUALIFICATIONS

Exceptional customer service and motivation of staff are of utmost importance. The ideal candidate will have a minimum of one year of experience in food and beverage management as well as a bachelor's degree in Hospitality or equivalent. The Event Coordinator will need to work well under pressure, be highly motivated, and passionate about the industry.

- Must be 18 years of age
- Ability to lift 30 - 50 pounds
- Ability to work on your feet for long periods of time
- Work a flexible schedule (15-30 hours per week)
- Level of personal hygiene must be high
- Attention to detail
- Excellent communication skills
- Ability to speak, read and comprehend instructions in English
- Excellent organizational and management skills

HOW TO APPLY

Interested applicants should email resume and cover letter to Amanda.Downs@cityflatshotel.com