

CityFlatsHotel

Job Posting

Assistant Event Coordinator

Organization: CityFlatsHotel Port Huron

Report to: Events Manager

Location: Port Huron, Michigan

Position Summary:

Due to our continued growth and expansion, the Ballroom @ CityFlatsHotel in the heart of downtown Port Huron, is seeking an experienced and energetic individual for the position of Assistant Event Coordinator. This dynamic candidate will work closely with our Events Manager. Duties can range from office tasks, employee coordination, and assisting in all aspects of event planning, coordination, and execution of food and beverage services. The ideal candidate will have excellent communication skills, be detailed orientated, and work well under pressure in a fast paced environment.

Responsibilities & Duties

- Manage event staff on event days
- Motivate & discipline staff accordingly
- Attend and participate in all banquet staff meetings
- Attend initial & final walk through meetings as assigned
- Create/edit BEO's, timelines, layouts, and update all event paperwork as assigned
- Communicate effectively with kitchen staff on food & beverage services
- Set up/troubleshoot A/V items such as lighting, microphones, and projection screens/TV's
- Communicate effectively with all clients & vendors
- Act as closing manager for assigned days

Qualifications and Skills:

- Minimum of two years of experience in food and beverage or events as well as working towards a bachelor's degree in Hospitality or equivalent
- 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 including mornings, evenings & weekends (15-30 hours per week)
- Ability to work well under pressure in a fast-paced environment
- Highly motivated and passionate about the hospitality industry
- Exceptional customer service and a knack for anticipating guests needs
- 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