

A HOTEL WITH THE FREEDOM OF STYLE!

Located in the heart of Central Alberta, the CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE is the ideal place to grow your career in hospitality while providing excellent and personalized service to our guests while working within a positive team environment.

The largest conference hotel in Central Alberta, the Cambridge Red Deer Hotel & Conference Centre is seeking a **Catering Administrative Coordinator**. This position will work within the Sales & Catering Department and is essential in ensuring Guest Satisfaction.

Catering Administrative Coordinator

RESPONSIBILITIES

- Handle administrative duties as assigned by the Director of Catering and catering team
- Assist catering team in administrative duties as needed
- Assist the Director of Catering in administrative tasks required for the catering team
- Attend regular catering meetings
- Communicate any additions or changes to functions to relevant departments
- Distribute banquet event orders weekly to all outlets and departments
- Distribute event summary weekly to all outlets and departments
- Prepare banquet event orders for the daily banquet event order meeting
- Maintain filing regiment by keeping filing cabinets and files current
- Handle all incoming group sales and catering inquiries
- Communicate with clients for rooming lists, deposits and VIPs
- Ensure all client-related activities are entered in DELPHI booking system
- Attend client luncheons, meetings etc. as instructed by the Director of Catering
- Coordinate pre-event meetings for larger groups
- Handle preparing reports out of Opera for VIP arrivals as required
- Book and prepare banquet event order for all internal events
- Assist other departments during busy periods wherever necessary
- Monitor and direct inquiries from sales email account
- Monitor and direct inquiries from sales general phone line
- Create outgoing memos for sales & catering team and print incoming memos to be posted in S&C Department
- Meet with the Banquet and Kitchen leaders daily to review banquet event orders and events for the day

ESSENTIAL FUNCTIONS

- Handle administrative duties (i.e. filing and Coordinating)
- Book internal and small meetings for clients (up to 15 persons for external client events)
- Perform site inspections of all meeting rooms to ensure the hotel's standards are met
- Work with the Director of Catering in planning and scheduling various events for the hotel
- Interhotel communication with other Departments Essential
- Participate in self-development programs either sponsored by the company or independent on-site training activities and other non-company activities (reading, participating in civic and professional associations, courses, or seminars)

OTHER

- Have a thorough knowledge of all fire and safety procedures and equipment (fire extinguishers) in the event a situation occurs.
- Maintain a neat, clean and well-groomed appearance as per Cambridge Red Deer Hotel standards.

LANGUAGE SKILLS

It is imperative for the Sales/Catering Coordinator to have excellent verbal and written communication skills in the English language. Other languages are an asset.

WORK ENVIRONMENT

The Catering/Sales Coordinator must display patience, control and confidence while maintaining a high level of service during high demand periods.

PHYSICAL DEMANDS

- Walking and standing required for some time during certain periods in the course of same daily duties.
- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environment.
- Must be able to lift up to 50 lbs. on a regular basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, listening and hearing ability and visual activity.
- Talking and listening occurs continuously in the process of communicating with guests, employees and supervisors.

Hours of Work:

The hours of work for this position are typically Monday to Friday, 8:00 a.m. to 5:00 p.m. Additional hours or hours outside of these timelines may be required due to operational requirement. Any additional hours or overtime must be approved by the Director Of Catering *prior* to being worked.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to Human Resources. Please ensure the name of the position is included in the subject line. This position will remain open until a suitable candidate is found. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE

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