

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 start your career in hospitality while providing excellent and personalized service to our guests while working within a positive team environment.

The Catering Coordinator is an administrative role within the Sales and Catering Department. Reporting directly to the Catering Manager, the **Catering Coordinator** provides administrative assistance to the Catering department, and the Director of Sales and Marketing as required. The duties include a range of clerical and reception duties with additional tasks assigned as needed.

Duties and Responsibilities:

- Creation of Event Orders (E.O.) as required
- Handle administrative duties as assigned by the Catering Manager
- Assist catering team in administrative duties as needed
- Provide statistical information for the Director of Sales and Marketing, and Catering Manager as required
- Attend weekly sales meetings
- Distribute banquet cheques from previous day to catering consultants to ensure all are accounted for
- 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, print changes and 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

Education, Knowledge and Skills Required:

- High School Diploma complemented with a post-secondary education in a related field is considered an asset
- Minimum of 2 (two) years' experience in a fast-paced hospitality environment, preferred
- Strong time management and multitasking skills, being able to manage different projects at one time
- Highly organized with the ability to prioritize tasks with minimal supervision
- Excellent problem-solving skills
- Strong creative and critical thinking abilities
- Strong focus and desire to provide great customer service and guest satisfaction
- Superior communication skills, including written, verbal and listening
- Must be fluent in English, both written and oral
- Excellent knowledge of Microsoft Office programs
- Fundamental knowledge of Delphi operating systems is considered an asset
- High level of attention to detail
- Proven work ethic and positive team attitude
- Confident, out-going, well groomed, friendly and professional presentation
- Ability to sit for extended periods of time
- Ability to work on a computer for extended period
- Repetitive work such as keyboarding, filing, answering phones, etc.

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 requirements. Any additional hours or overtime must be approved by the Catering Manager or Director of Sales and Marketing **prior** to being worked.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to submit a cover letter and resume to Human Resources humanresources@cambridgereddeer.com. Please ensure the name of the position is included in the subject line.

All applicants must be legally entitled to work in Canada. The successful candidate will be subject to a criminal record check and/or other background checks. 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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