

NOW

HIRING

BANQUET MANAGER



JOB DESCRIPTION

We are seeking an experienced, detail-oriented, and service-driven Banquet Manager to lead the execution of luxurious events at our club. The ideal candidate is a polished hospitality professional with a passion for excellence, strong leadership abilities, and the flexibility to thrive in a fast-paced, dynamic environment.

KEY RESPONSIBILITIES

- Oversee the setup, execution, and breakdown of all banquet events, ensuring the highest standards of service and presentation
- Collaborate with the Director of Banquet Operations, Executive Chef, and other department leaders to coordinate event logistics and menu details
- Supervise and train banquet staff, including servers, bartenders, and setup crew, ensuring consistency in service and professionalism
- Maintain detailed event timelines, floor plans, and service protocols to guarantee flawless execution
- Manage staffing levels based on event needs; schedule and assign duties accordingly
- Ensure compliance with health, safety, and sanitation regulations
- Proactively address guest needs and resolve issues with professionalism and discretion
- Oversee inventory and ordering of banquet supplies and equipment
- Uphold the club's brand, reputation, and commitment to excellence in every interaction
- Motivates and inspires staff to achieve guest service excellence
- Organized, accurate and reliable
- Professional attitude and expectations
- Positive and upbeat attitude and demeanor
- Recognizes and resolves problems quickly and efficiently
- Works in a team environment
- Works with the public in a calm, courteous, friendly and professional manner.
- Effectively manage all banquet personnel
- Deal with loud noises, large crowds and potentially upset guests
- Handle a fast-paced environment that is often demanding
- Lift, balance and carry trays of up to 20 lbs over extended periods of time;

QUALIFICATIONS

- Minimum 3–5 years of experience in banquet management or high-end event operations, preferably in a luxury hotel, resort, or private club setting
- Proven leadership and team management skills
- Exceptional attention to detail and organizational abilities
- Strong communication and interpersonal skills; able to interact professionally with high-profile clients and members
- Ability to manage multiple events and priorities in a high-pressure environment
- Proficient in event management systems and Microsoft Office Suite
- Flexible schedule with availability to work weekends, evenings, and holidays as required

JOB TYPE

Full Time, Weekend availability is a requirement

PAY

\$58,000.00 Per Year

APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at ajaramillo@bellacollina.com