

Meeting & Events Manager (Banqueting Manager) at Radisson Hotel Group

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Radisson Hotel Group is one of the world's largest and most dynamic hotel groups with seven distinctive hotel brands with more than 1, hotels in destinations around the world. Our portfolio of hotel brands includes: Radisson Collection, Radisson Blu, Radisson, Radisson RED, Park Plaza, Park Inn by Radisson and Country Inn & Suites by Radisson.

About the job

The Meetings & Events Manager will be responsible for the strategic initiatives of the Meeting & Events Department tied to business expansion, growth, and the necessary cultural evolution to support both. The function should be supportive, proactive, analytical and entrepreneurial; creating memorable moments for our guests, fostering an empowered environment for the team whilst working closely with all key business partners in order to achieve quality results. The job incumbent acts as an ambassador for the brand, reflecting the company culture and values. All work is carried out in accordance with company corporate policies, procedures and service concepts according to local requirements and regulations.

Ensure the smooth running of the meeting & events department, where all aspects of the client and guest experience are delivered to the highest levels, ensuring both property and company standards are attained and adhered to.

Working proactively to maximize client and guest satisfaction, delivering a positive and responsive approach to enquiries and problem resolution.

Develops and implements strategies where the meeting & events department metrics are identified, communicated and delivered where reports and tracking tools are effectively maintained in line with defined initiatives & targets.

Effectively manages the life cycle of the team within the department, fostering a culture of growth, development and performance whilst reflecting and promoting the company culture and values.

Prepares and is responsible for the departmental budget, ensuring that sales targets are realized, that costs and departmental inventory is controlled, that target productivity and performance levels are attained.

Build and maintain effective working relationship with all key stakeholders and partners both internal and external ensuring all communications and activities are controlled and undertaken in a timely manner.

Establish and deliver effective programs that advances sales and profitability, which may include working with internal and external stakeholders as required, whilst incorporating environmental concerns.

Ensures adherence to all legislation where due diligence requirements and best practice activities are planned, delivered and documented for internal and external audit, performing follow-up as required

Skills

Inventory Management

Staff Scheduling

Menu Development

Sales and Catering

Microsoft Office

Point of Sale

Catering Service

Advanced Knowledge of Wines

Advanced Beers/Spirits Knowledge

Casual Dining Experience

Fine Dining Experience

POS Systems

Fast-Paced Experience

Fluent in English

Culinary Degree/Training

Knowledge of Wine Pairings

Knowledge of Beer Pairings

Knowledge of Coffees

Knowledge of Teas

Advanced Knowledge of Cash Registers/ Money Handling

Cleanliness

Food Safety

By applying you confirm you have these skills.

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