



BANQUET SUPERVISOR

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 21 March 2019

Department: F&B Service

Apply By: 20 May 2019

Employment Type: Full Time

JOB SUMMARY:

To assist the smooth running of banquet operations and delivery of high quality service to guests.

RESPONSIBILITIES:

1. Ensure requirements for function are ready ahead of time as specified in the banquet event order (BEO).
2. Ensure all required banquet tools, equipment and supplies are sufficient and functioning.
3. Ensure service standards of all part-time staff are adhered in accordance with Resort's standards.
4. Attend BEO meetings as required.
5. Supervise and conduct briefing for part-time staff.

Others:

1. Perform any other duties as assigned by management.

JOB REQUIREMENTS:

1. Support and uphold the company mission and core values.
2. Maintain high standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Excellent customer service skills.
4. Good organization skills.
5. Pleasant personality.
6. Strong team player whilst still having the ability to work independently.
7. Ability to multi-task in a demanding environment.

QUALIFICATIONS & EXPERIENCE:

1. Minimum 1-2 year of relevant experience.
2. Minimum equivalent of GCE 'N' level.

SPECIAL REQUIREMENTS:

1. Willingness to travel to Sentosa.
2. Occasional exposure to outdoors and weather.
3. Able to work on shifts, weekends and public holidays.

**Interested applicants may email their resume to
career@amarasanctuary.com**