



## Cardo Hotels – Banquet Assistant Manager

### About Cardo Brussels Hotel

Located within the heart of Europe and one of the Brussel's most vibrant areas, Cardo Brussels Hotel is the new and trendy landmark in the neighborhood and the most distinctive luxury lifestyle hotel in the city, catering to both selective leisure guests and business travelers. The hotel will offer contemporary wellness and dining experiences, 532 stylish rooms & suites, as well as 1500m2 of MICE facilities and amenities.

### About Cardo Brand

Cardo is a brand built on a culture of emotional intelligence and sublime hospitality, designing experiential places for individual wellbeing and corporate culture optimization. Our purpose is to make city breaks and workcations less apologetic, more purposeful and tuned to the self

### Overall Job Purpose

- Assists the Banquet Manager in all his/her tasks.
- Oversees daily events and conferences operations, help with staff planning & work scheduling.
- Planning the venue layout according to the number of guests and the type of event and planning staff accordingly.
- Answering customers' questions and accommodating special requests.
- Supports the Banquet Manager with departmental inventories, from beverage records to control liquor costs to AV and material perpetual inventory.
- The Assistant Banquet Manager is an adaptable asset to the Food & Beverage team, showing flexibility to answer operational needs depending on activity. That employee is deployable in any other F&B department were needed or requested.
- Participates in weekly meetings for daily overview on operations.

### Competencies

- Have a working knowledge of service standards, procedures and techniques for service preparation, service execution and team organisation.
- Skilled communicator with excellent problem solving, observation, and interpersonal skills.
- Committed, proactive assistant restaurant manager who would enjoy work in an exciting, fast-paced environment.
- Great Organizational skills, anticipating needs for exceptional customer satisfaction
- Customer service-oriented

- Excellent team leader

## **Qualifications, Skills & Experience**

- Fluent in either English or French, and good skills in the other, and good knowledge of Dutch is a plus.
- Adaptability - Maintaining performance level under pressure or when experiencing changes or challenges in the workplace.
- Service experience
- Previous hotel business experience
- Experienced in team management, from scheduling to trainings.

<http://cardohotels.com/>