



## INTERNAL ADVERTISEMENT

### Banqueting Coordinator - KHCC

#### Introduction

Applications are invited from suitably qualified personnel to fill in the position of Banqueting Coordinator. The successful candidate will be based at **Kadoma Hotel and Conference Centre**

**The position reports to the Food and Beverages Manager.**

#### Responsibilities Include:

- ❖ Collaborate with clients to understand their event needs, including layout, food, beverages and audiovisual requirements.
- ❖ Make conference reservations and manage bookings.
- ❖ Serve as the primary point of contact for clients and internal teams, ensuring everyone is informed and aligned on conference details.
- ❖ Assist in creating and managing conference budgets, tracking expenses, and ensuring adherence to financial guidelines.
- ❖ Oversee all logistical aspects of events, such as room setup and equipment.
- ❖ Provide on-the-day support to guests, addressing any issues that arise and ensuring the event flows as planned.
- ❖ Assist in promoting the hotel's conference spaces and services, working with the sales and marketing team to attract new clients.
- ❖ Gather feedback post-event to assess success and identify areas for improvement.
- ❖ Ensure all events comply with local regulations, safety protocols, and hotel policies.
- ❖ Maintain accurate records of event details, contracts, and communications for future reference.

#### Job Specifications:

The candidate should have the following:

- Holder of a Higher National Diploma in Tourism and Hospitality Management.
- Hands-on experience of OPERA system and Micros.
- At least 2 years' relevant experience in a similar post.
- Demonstrable planning and customer care skills.
- Excellent communication and interpersonal skills.

All applications accompanied by a detailed CV should be submitted online by not later than October 14, 2024 on the link below:

<https://rtgafrika.com/careers/jobs/banqueting-coordinator/>

Human Resources Director,

RTG Corporate Office

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Harare