



December 3, 2009

**Banquet Manager
Mayfield Inn & Suites-Edmonton, AB
Full-Time, Permanent**

ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!

What's In It for You?

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

We are looking for a Banquet Manager at Mayfield Inn & Suites in Edmonton, Alberta.

In the role of Banquet Manager you will maximize banquet customer satisfaction by coordinating banquet functions in accordance with the standards of the Mayfield Inn & Suites.

Duties & Responsibilities:

- Meets and exceeds customer and team member expectations by providing exceptional service and teamwork.
- Monitor productivity and payroll on a daily basis to ensure budgeted guidelines are followed.
- Ensures efficient operation of banquet functions by coordinating and providing work direction for banquet personnel
- Works closely with the kitchen to coordinate food presentation and delivery times for each function.
- Recruitment, selection, orientation, training and evaluation of Banquet staff.
- Handles customer concerns promptly and tactfully
- Holds pre-shift meetings to determine specifications of each function.
- Helps to work towards the development and growth of Associates.
- Preparation of the Yearly Budget for the Banquet Department
- Works with the team to achieve the objectives of hotel and SilverBirch Hotels & Resorts.
- Helps to monitor and schedule shifts based on hotel needs and business forecasts.
- Excellent interpersonal skills

Preferred Education & Qualifications:

- At least 2 years of previous Food & Beverage Management Experience (Banquets) required.
- Hospitality & Tourism or related degree an asset.
- Experience with the Budget Process.
- Strong leadership, motivational and training skills.
- Creative, organized, detail oriented, takes initiative and is good at multi-tasking.
- Flexible and energetic, with the ability to work under pressure.
- Strong Communication Skills, outgoing & professional
- The ability to work various shifts.
- Computer experience required.

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you! **Apply by December 11, 2009 or contact us at:**

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SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.