



Cedarbrook Country Club is seeking a highly motivated, detail-oriented, passionate Event Coordinator for Cedarbrook Country Club. Responsibilities will include, but are not limited to, the following:

Other related titles: Banquet Captain, Banquet Supervisor, Entry Level Event Coordinating

- Assist Director of Catering and Partnered Banquet Captain with all operational issues.
- Provides ongoing direction, supervision and monitoring to Banquet Team
- Work with clients when the sales team requires assistance.
- Create and maintain menus for events
- Work with event vendors by checking in, set up and break down
- Directs and assigns Banquets team as needed to ensure all aspects of service meet operational standards
- Responsible for the layout and logistics of events
- Understanding of all event BEOs

Event Coordinator skills:

- Associates or bachelor's degree
- Minimum of 2 years' experience in hospitality, events or similar field
- Excellent verbal and written communication skills
- Superior leadership skills
- Ability to multitask

THIS IS A GREAT ENTRY LEVEL POSITION FOR SOMEONE WITH A HOSPITALITY DRIVE AND A PASSION TO MOVE INTO EVENT SALES.

Please send all resumes to Carly Barron: cbarron@cedarbrookcc.com