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**Assistant Banquet Manager**

* To train, motivate, discipline and supervise the work of the employees in Banquet Team
* Ensure all staff are well groomed with strict adherence to the Hotel’s standards.
* Ensure proper care, security and maintenance of hotel equipment through proper supervision of service personnel.
* Respond swiftly in any hotel emergency or safety situation.
* Build close working relationship and effective communication with catering sales personnel and other departments in regards to daily requirements for contracted functions.
* Ensures that F&B control procedures are adhered to and that all food and beverage are issued with proper chits of charging.
* Attend to guest complaints, problems or situation and take prompt, corrective action, ensuring the highest degree of guest satisfaction.

**Requirements :**

* Minimum 3 years of relevant experience
* Customer oriented
* Possessed leadership skills
* Good interpersonal skills
* Applicants must be willing to work shift duties including weekends and public holidays

To apply for the above positions, please send your full resume to [careers@fullertonhotel.com](mailto:careers@fullertonhotel.com).