



Banquet/Catering Coordinator Seasonal

At Sodexo Live!, we take pride in crafting exceptional events at the most prestigious venues on the planet and creating lasting memories for fans, visitors, guests and team members.

Working with Sodexo Live! is more than a job; it's a chance to be part of something greater. Here, you'll build a career where 'everyday' is anything but normal.

Our experiences are unique, and so are our people. Bring your personality, your background and your desire to delight others. In return, we'll give you all you need to thrive. After giving it all, you'll return home knowing that you've played your part in creating a truly unforgettable moment.

Location: We are seeking an experienced for the **Keystone Centre in Brandon, Manitoba.**

The Keystone Centre sits on approximately 90 acres in Brandon's busiest commercial district and offers 540,000 square feet of multi-use all under one roof. The operations of the Provincial Exhibition, Brandon Wheat Kings and Brandon Curling Club are located within the Keystone Centre. Boasting over 1,500 event days annually, the Keystone Centre hosts a diverse array of activities providing a large component of the social, recreational, cultural and agricultural fabric of the area, and is one of Brandon's largest economic catalysts.

Essential Responsibilities:

Working in collaboration with the General Manager, Catering Manager and the Culinary team, this role will provide leadership in the planning, coordination, and execution of events. Some duties will include but are not limited to:

- Responsible for the successful delivery of events while managing the event process which may include executing client meetings, preparing event details, monitoring event budgets and sourcing external resources if required.
- Collaborate with other all required departments when planning and executing an event and insure timely completion of all event components as per client's requirements.
- Work with the culinary team and the client to determine a proper menu and set up for each event.
- You must be available to host clients at all times during their events while observing and managing key service components of events.
- You will be responsible for coordinating non-food supplies required for each event, including but not limited to linens and laundry suppliers, staffing, equipment rental companies and florists.
- Responsible for coordinating the layout of the event space according to the client's requirements and health & safety requirements.
- Ensuring health and safety regulations are strictly observed by all staff working during set-up for events and event day.
- Keeping administrative records of any changes that may affect the final billing for each event.



What you'll need to succeed:

- Post-secondary degree, in a related field, preferably Hospitality or Event Planning.
- Minimum of 1-2 years' experience in planning and executing events in a medium to large scale events
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
- Focus on maximizing revenue consistent with providing the client with value and exceptional service.
- Software proficiency in Microsoft Word, Excel, Power Point, is required; knowledge and experience in the event management booking software is preferred.
- Strong initiative and hospitality orientation; Project Management, organizational and prioritizing skills; problem solving and detail oriented.
- Demonstrate flexibility, pleasant persona coupled with sound judgment, discreet and able to maintain confidential information

Additional Information

Sodexo is committed to Employment Equity and Diversity. We do not discriminate against any employee or applicant for employment because of national origin, race, religion, ethnic group, age, disability, gender, sexual preference, sexual or gender identity, status as a veteran or any other federal, provincial or local protected class.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Thank you for your interest in Sodexo.