



Banquet Operations Executive

Job Responsibilities:

- To ensure all function rooms are well set up in accordance with Banquet Event Orders.
- Responsible for smooth operations of the events and achieving a high level of guest satisfaction.
- Supervise and ensure the cleanliness of operation areas, including back-of-house.
- Work closely with the Banquet Operations Manager to coordinate and organise all banquet functions and logistic matters.
- Take initiatives to rectify issues when guests express their feedback.
- Monitor the quality and quantity of all food and beverage items served to event attendees.
- Greet and usher guests courteously and be attentive at all times.

Requirements:

- Good communication and interpersonal skills
- Motivated team player and passionate individual with a cheerful disposition
- Willing to work on weekends, and public holidays
- Possesses good multitasking skills

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

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