

Events Coordinator

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Company: Marriott Hotels Resorts

Location: Bangkok

Category: other-general

POSITION SUMMARY

Meet group coordinator/host(ess) prior to functions, make introductions, and ensure that all arrangements are agreeable. Read and analyze banquet event order in order to gather guest information, determine proper set up, timeline, specific guest needs, buffets, action stations, etc. Respond to and try to fulfill any special banquet event arrangements. Follow up on special banquet event arrangements to ensure compliance. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, and support team to reach common goals. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (small print). Visually inspect tools, equipment, or machines to identify defects). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to pounds without assistance. Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as

requested by Supervisors.

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