

Events Assistant Manager

Oliver & Bonacini
Blue Mountain Village

Job details

Job type
Full-time

Benefits

Company events

RRSP match

Full Job Description

Company Description

O&B Events offers an extensive portfolio of unique, stylish event and restaurant venues, each one supported by Oliver & Bonacini chef-driven cuisine, professional and personal service and a team of dedicated event coordinators. The diversity of our spaces allows us to host a wide range of events, such as closing dinners, business meetings, personal celebrations, weddings, kosher-catered events, bar mitzvahs and large corporate events. While each venue is unique, with distinct differences in both décor and cuisine, they all share the same commitment to exceptional service and respect for food.

What's in it for you?

- Competitive wages/salary packages
- Gratuity sharing
- A comprehensive group benefits program
- Training and development opportunities
- Staff dining discount
- RRSP matching program for managers

Job Description

Under the direction of the General Manager, the Assistant Event Manager is accountable for the day to day operations of the event venue including staffing, cost controls, staff training, budgeting and active floor management during events.

PRIMARY DUTIES & RESPONSIBILITIES

- Communicates the vision to all team members and leads by example. Reinforces the O&B values daily and inspires the team with his/her exciting vision for the future
- Regularly monitors and achieves the O&B points of technical service and points of details
- Builds and maintains relationships with guests, team members and senior management alike
- Follows bar, beverage and wine control procedures exactly
- Shows leadership in creating a culture that revolves around the experience and enjoyment of food and wine
- Conducts recruitment and selection and training and development initiatives as well as performance management and employee coaching
- Uses conflict/resolution and problem solving skills
- Assists with the tracking of sales, invoicing, and managing inventory
- Conduct briefings with event service staff prior to each function
- Schedules event staff to properly service events/functions
- Ensure accuracy and timeliness of payroll records
- Strive for maximum efficiency and continual improvement of staff productivity
- Participate on Health & Safety Committee, ensuring that the Occupational Health & Safety Act and WSIB procedures are being followed
- Ensure facility is well maintained, repaired and spotless at all times
- Work with Marketing to design and implement a strategy to attract new business
- Build relationships with vendors and suppliers
- Additional duties as assigned or required

Qualifications

- Post-secondary diploma/degree in Business or Hospitality
- Minimum 2 years' experience managing a variety of events in a similar environment (inclusive of small, large and high profile functions)
- WSET Intermediate Wine Certificate or comparable an asset
- Must possess superior verbal and written communication skills
- Strong organizational skills with the ability to manage a large and variable work load, ensuring timely and accurate completion of assigned work
- Proficiency in all Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Strong business acumen
- Team player

Additional Information

** We thank all applicants for their interest in Oliver & Bonacini Restaurants; however, only suitable candidates will be contacted to continue the application process. **