



Job Posting:
Assistant Events Coordinator

Overview:

The Courtyard Restaurant is an independently owned fine dining restaurant located in the ByWard Market. The restaurant has been in business for over 30 years and caters to an upscale clientele, with a strong emphasis on weddings, corporate events and group business. The restaurant has 3 private rooms, which can accommodate groups from 10 to 150.

Job Description:

The Assistant Events Coordinator is a junior entry-level position. This job is a permanent position, with part-time to full-time hours that vary with the season.

Responsibilities:

Working as a team with the Events Coordinator the Assistant Events Coordinator meets the needs of our guests by providing information for group, wedding and regular dining reservations, checking availability, and completing bookings. This position also entails acting as Wedding Coordinator, the promotion and selling of the restaurant to interested customers, assisting clients with event planning, and reviewing event information with all levels of staff.

This includes but is not exclusive to:

- Responding to telephone and email inquires
- Providing customers with general information about the restaurant
- Making group reservations, wedding bookings, and lunch/dinner reservations
- Meeting with clients to show them the restaurant and its different rooms / facilities
- Assisting clients with all aspects of event planning – menu selections, table arrangements, equipment rentals, and other special arrangements
- Communicating event information and room set-up with serving staff
- Set-up of décor for weddings and other events
- Performing “Wedding Coordinator” duties, ensuring wedding ceremonies and receptions meet clients expectations

Qualifications:

- Proficiency with office computer software such as Microsoft Office Suite
- Good to excellent knowledge of food and wine
- Restaurant experience / background an asset
- Event Planning education / experience an asset
- Wedding Planning experience an asset
- Fluency in both English and French an asset
- Available to work various hours, including daytimes (Monday to Sunday) and early evenings (till 7:00/8:00 pm)

Skills:

- Superior customer service skills
- Ability to represent the restaurant with a professional image
- Excellent communication skills, both in person, through emails, and over the phone
- Excellent time management skills and multitasking ability
- Administrative duties – emailing, faxing, word processing, telephone etiquette

Applications should be forwarded to:

Geneviève Rochon, General Manager
grochon@courtyardrestaurant.com

Please send in your résumé by email.

While we appreciate all responses, only candidates under consideration will be contacted.

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