



Ballsbridge Leisure Investments Limited

#JOB-2431821

Intercontinental Dublin, Simmonscourt Road,
Ballsbridge, Dublin 4, D04 A9K8

No of positions : 1

Paid Position

39 hours per week

40000.00 Euro Annually

30/01/2026

27/02/2026

How to apply

Application Method :

Not available



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Assistant Conference & Banqueting Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

- a. Establish and achieve quality and guest satisfaction goals.
- b. Directly oversee the set up and service of contracted functions by giving specific menu information to the servers, by coordinating the timing of the dinner with the Banquet Chef and by assigning functions to the Team to ensure their success.
- c. Ensure all food and beverage equipment is in proper operational condition and are cleaned, rotated and ordered through the Director of C&B when needed and on a regular basis.
- d. Ensure proper care, security, and maintenance of hotel equipment through proper supervision of service personnel.
- e. Respond properly in any hotel emergency or safety situation.
- f. Conduct correct food and beverage inventory procedures. Determine minimum and maximum stocks for all food, beverage, material, and equipment.
- g. Ensure the security and proper storage of food and beverage products, inventory and equipment, and replenish supplies in a timely and efficient manner while minimising waste.
- h. Prepare banquet checks with all back up for collection at the end of functions
- i. Cover Payroll and finance reports in the absence of the Director of C&B
- j. Manage day-to-day operations on the conference floor. Plan team allocation and assign tasks to team members. Provide mentoring, coaching and regular feedback to help manage conflict and improve team member performance.
- k. Educate and train all team members in compliance with local's laws and safety regulations. Ensure the team are correctly trained on quality and service standards, has the necessary tools and equipment, and are empowered to carry out duties.

• **Sector:** accommodation and food service activities

Career Level

- Managerial