



Ballsbridge Leisure Investments Limited



#JOB-2466618



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



No of positions : 1



Paid Position



39 hours per week



40000.00 Euro Annually



31/08/2026



28/09/2026

How to apply

Application Method :

Not available



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online



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

Assist with the Hiring, training, motivating, discipline, direct and supervise the work of the employees in the Banquet Department.

Manage day-to-day staffing requirements, plan and assign work, and establish performance and development goals for team members. Provide mentoring, coaching and regular feedback to help manage conflict and improve team member performance.

Oversee the actual 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 insure their success.

Attend regular catering meetings to obtain information of the upcoming contracted functions.

Establish and achieve quality and guest satisfaction goals. Respond in a courteous and prompt manner to all guest questions, complaints and/or requests to ensure a high level of guest satisfaction.

Post all contracted function sheets and give instructions to staff to insure the success of the function

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

Career Level

- Managerial