



<b>Job Title:</b>	Banquet Office Assistant	<b>Department:</b>	Banquets
<b>Location:</b>	Columbus, GA	<b>Property:</b>	Bibb Mill Event Center
<b>Position Type:</b>	Full Time/Part Time		
<b>HR Contact:</b>	Kelli Nelson	<b>Date Posted:</b>	

**Overview:**

**Assist Director with the day-to-day activities at the Bibb Mill Event Center.**

**RESPONSIBILITIES AND REQUIREMENTS:**

- Handle administrative tasks to include answering phone and emails.
- Make tour packets for all clients, potential clients, and walk-in guests.
- Schedule tours for potential clients, and walk-ins.
- Set up appointments for Director when necessary.
- Participates in day-to-day operations and establishes a pleasant relationship with staff.
- Acquire a complete understanding of the property.
- Maintain files in database.
- Attend/Participate in all meetings and trainings required.
- Perform other duties as assigned by management.
- May be required to work occasionally on weekends.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or GED required.
- Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) required.
- Detail oriented and strong verbal/written communication skills required.
- Excellent Customer Service skills required.
- Able to work well in stressful situations and maintain composure under pressure.
- Must pass a background check and drug screen.

**PHYSICAL REQUIREMENTS**

- Must be able to stand and sit for long periods of time.
- Able to lift, carry, push, and pull up to 25 lbs.

**DISCLAIMER:**

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Kristi Hargraves	<b>Date:</b>	4/13/2022