

# Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/assistant-conference-and-banqueting-manager-east-grinstead/>

## Assistant Conference and Banqueting Manager East Grinstead

**Hiring organization**  
Bee Happy Recruitment

### Description

Bee Happy Recruitment are seeking An Assistant Conference & Banqueting Manager you will work alongside the Conference & Banqueting Operations Manager and be responsible for overseeing the day-to-day running of the department. You will be in charge of overseeing the running of multiple events including meetings, conferences, private events, weddings and banquets. As Assistant Conference & Banqueting Manager you will be providing the highest quality of guest service with the aim at all times to exceed expectations, ensure total guest satisfaction, maximize repeat business and maintain quality standards. This is an excellent opportunity for you to progress your managerial career in Conference & Banqueting within a luxury hotel environment.

#### Key Responsibilities:

To provide the highest standard of service required by the conference customers of the hotel. To control and manage the Conference and Banqueting department to ensure the smooth, efficient and problem free organisation of any event including weddings, private dinners, seminars, party nights or product launches.

To at all times exceed client expectations to ensure an excellent customer rapport is developed and repeat business achieved.

To manage the smooth and efficient organisation of the Banqueting team responding quickly and effectively to guest expectations and customer needs.

To be an exceptional and professional ambassador for the hotel and the wider Elite group in all your business relationships at all times setting the highest standards of leadership, integrity and commitment.

To contribute to the profitable operation of the hotel by maintaining and adhering to allocated budgets by controlling stock, consumables, and wastage within all areas under their supervision.

To manage the staff rota to ensure efficient use of labour

To maximise all opportunities for up-selling within the Conference and Banqueting department by ensuring that all staff have thorough and up-to-date product knowledge.

#### Assistant Conference & Banqueting Manager Attributes/Experience:

Be able to demonstrate a strong operational track record in the hospitality industry, with a sound knowledge of Conference & Banqueting operations

Excellent verbal and written communication skills

Be highly organised, with excellent time management skills and the ability to work within deadlines

Passionate and self-motivated

Enthusiasm, customer-focused and the ability to remain calm under pressure

Proven experience of managing a team with the ability to train, develop and motivate team members to achieve targets

Due to our rural location you will need your own transport

#### Benefits

To support and reward our staff we offer:

Generous share of the monthly Service Charge\*

Career development with accredited training providers

Enhanced holiday programme & reward scheme for long service

Employee Assistance Programme – Hospitality Action

Free onsite parking, uniform and laundering services

Meals provided by our talented kitchen team whilst at work

Generous 'Refer a Friend' bounty incentive

**Employment Type**  
Full-time

**Job Location**  
East Grinstead

**Date posted**  
August 29, 2025

Recognition awards for exceptional customer service

Reduced price stays in all of our hotels – where you are treated like a guest no matter who you are!

Pay: £28,000.00 per year