

THE JUNIOR LEAGUE OF HOUSTON, INC.

POSITION DESCRIPTION

POSITION TITLE: Tea Room Event Coordinator

AREA: Tea Room Front Office

SUPERVISOR: Tea Room Front Office Manager

SUPERVISES: None

FLSA STATUS: Full-Time, Non-Exempt

General Job Description

The Tea Room Coordinator position works in the Tea Room Front Office in a highly visible customer service role. The position should be capable of overseeing the logistics of Tea Room events as well as executing Tea Room Front Office functions on a daily basis. He/She will work closely with clients to create events based on individual client's needs and follow through on details to completion. The Tea Room Coordinator will collaborate with the client to choose a proper menu and may be responsible for hosting menu planning meetings as necessary. Event planning might also include helping the client with additional service providers such as florists, entertainment, linen suppliers, AV rentals, photographers, valets and wedding planners. The Tea Room Coordinator will produce outlines of events they handle (Banquet Event Orders). The Tea Room Coordinator will also produce contracts for their client to sign, with all specific details included. In addition, the Tea Room Coordinator will assist volunteers on an as-needed basis with point of sale and reconciliation of daily cash receipts.

Primary Duties and Responsibilities

- Completes Banquet Event Orders, including all aspects of planning. Orders will include details such as food and beverage accommodations, floor plan, timeline and audio-visual needs and any other customer requirements.
- Completes reservations, including for banquets, a la carte dining and special events.
- Develops and maintains client relationships.
- Completes daily administrative functions of the Tea Room Front Office, including reconciling cash receipts.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in hotel/restaurant services or other relevant field and three years' experience.
- Excellent organizational skills and the ability to manage multiple tasks efficiently.
- Superior written and verbal communication skills.
- Exceptional client service skills.
- Strong computer skills: Use of point of sale system and event planning software strongly preferred; proficiency in Microsoft Office required.

Traits and Characteristics

- High energy with a positive and professional attitude
- Excellent communication skills
- Innovative and resourceful

Note: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. This document is not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of this position.

How to Apply / Contact

Interested candidates should submit a cover letter and resume via email or mail to:

Human Resources
The Junior League of Houston, Inc.
1811 Briar Oaks Lane
Houston, Texas 77027
hr@jlh.org

Phone calls not accepted.

The Junior League of Houston, Inc. is an Equal Opportunity/Affirmative Action Employer. Candidates for employment are considered without regard to a person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

For more information about The Junior League of Houston, Inc. please visit www.jlh.org.

The Junior League of Houston, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. The Junior League of Houston, Inc. is a 501(c)(3) organization whose purpose is exclusively educational and charitable.