

F&B Coordinator

Responsibilities:

- As a Food & Beverage Coordinator you are responsible to support the Food & Beverage Management in the day-to-day operation by performing administrative and operational tasks, whereby your role will include key responsibilities such as:
- Assist in controlling and analyzing quality levels of products and service, guest satisfaction, merchandising and marketing, operating costs and sanitation
- Establish and maintain effective employee relations
- Work closely with all functional teams to monitor / review / improve operational actions to drive business results.
- Assist with the compilation of new menus and beverage lists
- Attend and contribute to weekly Food & Beverage departmental meetings
- Inform the Food & Beverage Department on a daily basis of all relevant information on operational matters
- Oversee the preparation, presentation and service of Food and Beverage products to ensure highest quality at all times
- Liaise with vendors on all F&B purchasing matters including sourcing, costing and reporting
- Perform other job-related duties as requested

Requirements:

- Ideally to have degree in operations management or related field.
- At least 1 year relevant experience in multi outlet operations in F&B industry
- A good team leader, self-motivated, well-organized, highly independent and has strong sense of responsibility
- Strong business acumen with cost conscious, result-driven and customer-oriented mindset
- Understanding of general finance and budgeting
- Ability to build consensus and relationships among managers, partners, and the team
- Excellent communication skills, good command of spoken and writing English and Cantonese

- A good team leader, self-motivated, well-organized, highly independent and has strong sense of responsibility
- Knowledge of F&B operating system such as POS, Oracle, FBM etc. will be a definite advantage

We offer competitive remuneration package including meal allowance, medical scheme, discretionary bonus, double pay and pension fund with excellent career exposure opportunities to the right candidate.

Interested parties, please apply with full resume in MS Word format with present and expected salary via e-mail to **hr.glp@newyaohan.com**

Company website: www.newyaohan.com

(Personal data collected will be used for recruitment purpose only)