



# Banquet Coordinator -Relocate to Port Hardy, B.C Full-Time

All Regions

Friday November 14, 2025

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\$21 - \$25/ hour (\$48,000-\$55,000 a year)

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**Company:** Kwa'lilas Hotel

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**Industry:** Tourism/ Hospitality

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**How to apply:**

<https://ca.indeed.com/job/banquet-coordinator-relocate-port-hardy-bc-d049ec28979fc1c0>

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**Expiry Date:**

Saturday, May 23, 2026

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**Details:**

Kwa'lilas Hotel is looking for a Banquet Coordinator to join our team in Port Hardy, British Columbia. Located on the Northern end of Vancouver Island, Kwa'lilas Hotel is home to both the Nax'id Pub and Ha'me' Restaurant. This position is responsible for the promotion, selling, planning, and execution of all events and catering within the Kwa'lilas Hotel and banquet rooms. In conjunction with the Food and Beverage Manager and the Head Chef, the Banquet Coordinator will ensure that promotional materials are sent to existing and potential customers, follow-up calls are made, and all event planning and scheduling are completed in a timely and efficient manner. The Banquet Coordinator will schedule events to maximize and balance room usage and coordinate serving staff to ensure they are prepared, capable, friendly, gracious, and polite. This role serves as the liaison with food services, ensuring timely scheduling and providing technical guidance and floor support during functions. After each event, the Banquet Coordinator will ensure all catering areas are cleaned to hotel standards and that guest service areas remain tidy. Additionally, the Banquet Coordinator is responsible for timely and accurate record-keeping and client invoicing. Located in the traditional territories of the Kwakiutl people; "Kwa'lilas" translates to "a place to sleep". Named by the Gwa'sala-Nakwaxda'xw elders in hopes that guests may find peaceful rest after a day of exploration on North Vancouver Island. What We Offer: • Wellness incentives including a discounted gym membership and free in person counselling services • 1 month of covered accommodation in a hotel room for individuals relocating from outside of Northern Vancouver Island • Career growth and development opportunities within a growing company • Company events and holiday parties Duties and Responsibilities: • Respond to all guest-related banquet inquiries in a timely and efficient manner. • Create a genuine, authentic cultural experience for guests. • Train and supervise all catering staff to ensure the highest level of service. • Handle guest complaints and concerns courteously and

promptly. • Meet daily or weekly with the Food and Beverage Manager to discuss event planning. • Meet or exceed the projected serving staff wage target of 15%. • Meet or exceed projected sales revenue for all banquet and catering services. • Interact with guests and staff in a friendly, gracious, and calm manner. • Schedule all serving staff in conjunction with the Food and Beverage Manager, following Kwa'lilas and KEDC policy guidelines. • Ensure the Food and Beverage Department maintains budgeted labor and cost-of-goods-sold percentage targets, in collaboration with the Chef and Food and Beverage Manager. • Train all serving staff to meet the highest service standards on the North Island, including regular reviews of technical requirements (e.g., wine service). • Manage all catering staff in accordance with Kwa'lilas and KEDC policies. • Design a contemporary beverage menu that features regional products whenever possible. • Order and cost all beverage supplies for catering functions in collaboration with the Chef and Food and Beverage Manager. • Notify the Food and Beverage Manager when additional staffing is needed to ensure adequate coverage for events. • Evaluate staff performance and provide praise or constructive feedback as needed. • Organize client care and billing, and submit documentation per accounting requirements. • Perform any other duties assigned by the General Manager or Food and Beverage Manager. • Organize all events from start to finish, ensuring clients receive their desired experience and the highest level of customer service. Benefits: • Casual dress • Company events • Discounted or free food • Paid time off • Relocation assistance • Store discount • Tuition reimbursement • Wellness program Application question(s): • Are you open to relocating to Port Hardy? • How many years of related experience do you have? • Are you legally entitled to work in Canada?

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### **Qualifications & Experience:**

Education and Experience: • Certificate/diploma/associated degree in Hospitality Management, Event Planning, Business Administration, or a related field (preferred) • Minimum 1-2 years of experience in catering, hospitality, or event coordination • Proven experience managing banquet operations and coordinating large-scale events • Strong background in food and beverage service, including wine service and menu planning • Experience supervising and training staff in a hospitality setting • Familiarity with budgeting, cost control, and inventory management • Excellent communication and customer service skills • Ability to

work flexible hours, including evenings, weekends, and holidays as needed •  
Knowledge of Indigenous culture and commitment to creating authentic guest  
experiences is an asset

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