



Assistant Banquet and Sales Manager

Job Code: 8236

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for overseeing event logistics, the Assistant Manager assists with client outreach and sales efforts to drive business growth and contribute to overall revenue generation. The Assistant Banquet and Sales Manager supports the planning, coordination, and execution of all events and banquet services at Faculty House. This role is essential in ensuring the success of both university and private events by delivering exceptional service, operational support, and attention to detail.

- Works with General Manager & Banquet & Sales Manager in the coordination of all banquet functions including university events, faculty meetings, weddings, conferences, and special events
- Operates dining areas during normal serving times of breakfast and lunch providing courteous and professional service to guests
- Oversees set-up, service, and breakdown of events to ensure quality and efficiency
- Supervises banquet and in-house staff and vendors during normal serving hours and special events to ensure compliance with Faculty House standards and policies
- Ensures proper setup for In-House daily service, Banquets, and Special Events
- Supports the Banquet Manager & Sales Manager in building and maintaining relationships with prospective and repeat clients.
- Conducts site tours and respond to inquiries via phone, email, and in person.
- Prepares event proposals and contracts in coordination with the General Manager, Banquet & Sales Manager, and Staff Accountant.
- Assists with marketing efforts including digital promotions, outreach, and community engagement.
- Maintains accurate records of sales leads, client interactions, and event bookings
- Collaborates with the accounting department to ensure proper billing and financial tracking
- Generates post-event reports and gather client feedback to improve future services
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

- High School Diploma

Experience:

- 2 years in hospitality, event coordination, sales or related field

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills with a professional and courteous demeanor
- Strong attention to detail and superior organizational abilities
- Proven ability to manage multiple events and shifting priorities in a dynamic, fast-paced environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Ability to work collaboratively with diverse teams and build positive client relationships
- Must be available to work flexible hours, including evenings, weekends, and holidays, as required by event schedules.

Working Conditions

- Must be able to work a flexible schedule, including early mornings, evenings, weekends, and holidays based on event needs
- Frequently required to stand and walk for extended periods during events
- Must be able to lift, carry, and transport items weighing up to 50 pounds



JOB DESCRIPTION

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- Fast-paced environment with frequent deadlines and last-minute changes
- Occasional exposure to hot or cold temperatures during food service and event setup
- Must be comfortable interacting with clients, staff, customers, and vendors in a professional setting

Printed Date: 05/15/2026