



Bozeman's largest and finest convention hotel, The Best Western Plus GranTree Inn seeks experienced **Catering & Convention Services Manager**. Salaried position with benefits. The ideal candidate must possess excellent communication and organization skills and computer knowledge. Multi tasking and superior customer service skills are a must.

Duties include but are not limited to: working directly with clients to plan and execute meetings, conventions, dinners, & weddings; menu planning & design; compilation & distribution of meeting information; and acting as a liaison with clients prior to arrival and on-site. This position reports to the Director of Sales & Marketing. Some weekends and evenings. Send resumes: attn: DOSM/ Best Western Plus GranTree Inn/ 1325 N 7th/ Bozeman, MT 59715