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1894-5 Cleghorn Street | Belize City | Belize, Central America  
Tel: 501-224-4158 | Email: [sales@madisco.bz](mailto:sales@madisco.bz)

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## Vacancy for Beverage Events Coordinator Location: Belize City

### QUALIFICATION REQUIREMENT:

MINIMUM REQUIREMENTS: Associate Degree in Business or in a related field.  
At least 3 years experience in events planning and bartending.

### DUTIES AND RESPONSIBILITIES:

- Translate the Specialist's creative menus and drink concepts into actionable order lists and equipment requirements.
- Review proposed cocktail menu to identify necessary ingredients and glassware,
- Create and maintain a beverage list for each event.
- Place precise orders for beverages for events.
- Conduct pre and post event inventory audits.
- Assist walk in customers.
- Maintain the 'Oasis' display.
- Upkeep of active customers for events and sales.

### KNOWLEDGE AND SKILLS:

- Speak and write standard English and communicate using clear, professional language. Spanish is an asset.
- Must be computer literate.
- Professional attitude and appearance.
- Strong Customer Service Skills.
- Possess outstanding leadership skills and confidence.
- Ability to work under pressure.
- Must possess a positive teamwork attitude.
- Ability to prioritize task and make sound decisions.
- Be adaptable and flexible with working hours.
- Ability to travel cross country.

### KEY COMPETENCIES AND ATTITUDES:

- Candidate must have strong work ethics, be highly motivated and flexible.

Interested persons can send completed applications to [vacancy@roesons.com](mailto:vacancy@roesons.com)

Subject: **MADISCO COMPANY LIMITED– Beverage Events Coordinator- (Your Name)**

Application forms can be obtained at <https://madisco.bz/wp-content/uploads/2023/11/Fillable-Roe-Group-Application-Form-October-2023.pdf>

Only short-listed applicants will be contacted for interview.

**Deadline: July 10th, 2026**

JOB VACANCY