



Job Description

Job Title: Catering Sales Manager

Reports To: Regional Director of Revenue Management

FLSA Status: Exempt

Department: Sales and Marketing

Division: Sales and Marketing

Summary: The primary responsibility of a Catering Sales Manager is to develop existing business and solicit new catering business through catering lead generation and catering sales marketing. Other important duties include booking, selling, planning and coordinating all special social events while assuring the highest level of customer service. Generating revenue, establishing new accounts, monitoring booking space, booking repeat business while keeping quality consistently high, conducting catering sales meetings and catering sales calls.

Required Skills and Experience:

- Maintaining relationships with past clients for future business.
- Using the database to keep in touch with past clients through phone calls, emails, letters and personal meetings.
- Responsible for finding new clients to hold catered events by attending industry and networking events, telemarketing, advertising and contacting the competitions client base.
- Conducting tours of the facility, menu tastings and meetings with the client.
- Drafting proposals, creating sample menus and presenting them to the client.
- Preparing the contract for the client to sign.
- Assuming the responsibility for set-up and execution of events.
- Communicating with the client as well as the catering team. Responsible for communicating all requests from the client to the right people at the right time.
- Greeting the event planner at the beginning of the event and remain in attendance to ensure the event goes as planned.

- Ensuring that the bill presented to the client at the end of the event is correct.
- Responsible to ensure the bill reflects the costs stated in the contract and serving as the liaison between the client and the billing department.

Ideal candidate will have 1-2 years hotel Sales and Marketing related experience.