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# Example of Catering Sales Job Description

Our innovative and growing company is hiring for a catering sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for catering sales

* The ability to provide input on the marketing plan and budget
* Act as the liaison for all vendor/supplier related clients’ needs
* Ensure the utilization of in-house software especially the “Opera Sales & Catering”
* Conducts sales calls by visiting existing and potential clients
* Detail Catering and group events
* Provides day to day supervision and direction to the Catering Sales Team
* Meet and greet in-house guests upon arrival, review the course of events
* Verifies and collects payments
* Work with other coordinators in the efficient coverage of the sales, catering and business travel departments and assist in daily/weekly event order and resume distribution and related procedures
* Learn S&C systems as they relate to Catering and BEO procedures and Guest Rooms and REVMAX

## Qualifications for catering sales

* Confer with personnel to coordinate business operations
* Inspect facilities or equipment to ensure specifications are met
* Organize special events
* Demonstrating excellent customer service and communication skills (in person, over the phone and in writing), strong attention to detail, and the ability to effectively multi-task and prioritize in a high-volume, varied business environment
* Working both independently and within large, complex teams, and experience interpreting, applying, and explaining complex rules and procedures within a diverse environment
* Experience with NewMarket’s Delphi system