Our company is looking for a banquet sales manager. 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 banquet sales manager

- Provide compelling communication to potential guests about the brand, facility and menu
- Follow up to answer questions, address concerns, and secure commitments through signed contracts and required deposits from prospective parties
- Meet with guests to show facilities, develop menus and offer other services such as audio/visual, entertainment
- Develop agreements, menus, and event orders
- Enter events into Open Table reservation system and review event schedule with host
- Coordinate event menus with the Chef to ensure proper inventories and item availability
- Coordinate room set up with managers and servers to ensure that specifications exceed the guests' expectations and assist as needed
- Meet and greet all parties upon arrival for the scheduled event to review arrangements and introduce them to the Manager on Duty and the lead server
- Oversee event execution through entrée service whenever possible to ensure proper timing and complete Guest satisfaction
- Conduct a post-event follow up to ensure a "Raving Fan" experience was delivered and to inquire about repeat bookings

Qualifications for banquet sales manager

- Minimum of 3 years of experience in Sales as Sales Specialist is required in hotel industry
- This is a pro-active role and must have a valid UAE driving license and a car
- Build lasting relationships with internal and external customers
- Have immaculate personal presentation
- Coordinate all bookings with the General Manager to ensure maximum restaurant sales and profitability
- Create monthly calendars with all contracted and pending events and communicate upcoming needs to Managers and Chefs