



Example of Banquet Sales Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of banquet sales manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for banquet sales manager

- Responsible for planning and on site execution of large events
- Reviews all Banquet Event Orders on a daily basis to determine staffing levels, location set-up, related supplies and decorating materials
- Ensures events are set up on time, the quality of the product and level of service delivered
- Maintains and improves on an ongoing basis the presentation of all events at the facility
- Responsible for maintaining inventory, storage areas, and preparation of inventory reports preparation of proposals for significant expenditures such as new theme parties, equipment
- Provides input on menu design and revisions
- Monitors overall convention/banquet areas for cleanliness and any maintenance issues
- Manage activities of Banquets services in specific area MICE or Weddings or outside Catering to maintain and improve productivity, quality, service, creativity, and guest satisfaction
- Events sales manager markets, sells and coordinates event space on behalf of a hotel, restaurant, or other venue provider
- Handles customer inquiries and he is the point-of-contact for all event details

Qualifications for banquet sales manager

- Oversees the collective coordination of all event information and resources, and is responsible for account management, sales prospecting and business development
- Participates in advising the targets of the annual budget for the various revenue generating outlets of Banquets
- Advises on establishing policies and procedures within specific area
- Previous experience in similar Job role or minimum 4 years experience as Banquet Sales Manager