



Example of Banquet Sales Manager Job Description

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Our innovative and growing 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

- Preferred GCC experience
- Anticipates and accommodates the needs of banquet guests
- Builds effective relationships with internal and external groups to achieve revenue and operational goals
- Addresses and resolves banquet guest concerns
- Communicates clearly and concisely with heart-of-house employees on the food requirements for all BEOs
- Communicates clearly and concisely with front-of-house employees on the execution requirements for all BEOs
- Builds relationships with companies and individuals in order to maximize bookings
- Prepares all special event contracts, charges necessary deposits, and ensures deposits and full payments are received by the agreed upon dates
- Attends BEO meetings to go over event details and guests' expectations
- Attends monthly networking mixers

Qualifications for banquet sales manager

- Must have strong customer/guest orientation
- Must have supervisory and leadership skills
- 1-2 years banquet experience preferred
- Must be of legal age to sell and serve alcoholic beverages

- Minimum 3-5 years experience as Assistant Banquet Sales Manager in hotel or related field