



Example of Banquet Sales Manager Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a 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

- Follows up with each client after an event has taken place and obtains feedback –then documents comments for all future events
- Greets the client and introduces client to the on duty Manager
- Updates shared calendars with tentative and definite business
- Answers questions about ingredients, allergies, preparation, and description of the menu items
- Continually exceeds sales by a 10% increase over the year/month before
- Ensures the replacement or repair of all breakage, damage of equipment or furniture
- Attends, leads and participates in any training sessions, departmental meetings or pre-service meetings
- Learns by listening, observing other team members and sharing knowledge while leading by example
- Portrays a positive and professional attitude
- Works as part of a team and provides help and support to all fellow team members

Qualifications for banquet sales manager

- Computer literate in Microsoft office software (e.g PowerPoint, Outlook)
- Ability to establish action plans and goals
- Basic understanding of Mohegan Sun budget process
- Overall understanding of revenue management and its utilization to drive

- Possesses sound business judgment, a high degree of personal motivation and a very strong work ethic
- Pursuit of learning and self-development opportunities to enhance personal and professional growth