



Example of Catering Sales Manager Job Description

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Our company is searching for experienced candidates for the position of catering sales manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for catering sales manager

- Actively sell corporate catering events ensuring monthly and quarter goals are met
- Obtain rooming list details and request deposits where applicable solicit, negotiate and confirm new business and repeat business through various efforts (lead follow up, telemarketing, direct mail, referrals, prospecting,) to maximize revenues to meet/exceed goals
- Effectively sell products and services throughout the sales phase to maximize profitability and achieve incentive goal
- Executes and supports the operational aspects of business booked (e.g., generating proposal, writing contract, BEO, customer correspondence)
- Actively procures group and corporate business for meeting rooms by any and all means available including but not limited to net working with trade associations, professional organizations, corporations, tour and travel organizations and cold calls
- Respond timely to all RFP's submitted by CVB and local agencies and associations
- Conducts tours of the facility and meets with prospective clients
- Responsible for coordinating and handling all arrangements for groups functions
- Booking of functions, appropriate menu planning, room set up and tear down and other special needs for the group such as golf outings and transportation
- Responsible for communicating group activity across departmental lines

but not limited to distribution of Banquet Event Orders (BEOs) and group resumes

Qualifications for catering sales manager

- Determine appropriate staffing levels, room/station assignments, buffet dacor and enhancements as they relate to banquets and meeting room set-ups
- Give daily support and guidance to fellow banquet personnel monitor job performance to ensure a successful meeting/banquet experience by our guests
- Phone support, creating correspondence, and provide back-up support for the managers administrative staff
- Presenting complimentary to guests as gifts for their patronage (e.g., rewards points, show tickets, gift certificates)
- Associate degree from an accredited university in Business Administration, Hotel and Restaurant Management, or related major
- Minimum 2 years catering sales, or 2 years in hotel Catering/Convention Services, Banquet, Hotel Sales or Culinary Arts