

Example of Group Sales Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of group sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for group sales

- Manage accounts to achieve guest satisfaction and to research and solicit past and new business to ensure all revenue goals are achieved then exceeded
- Follow through with the planning, and follow-up of each event as outlined in the Group Dining Sales manual
- Effectively communicate and partner with the General Manager
- Qualifies incoming group leads within a 24-hour period or less via phone, email or face to face contact
- Provide site tours as needed
- Present, negotiate, and successfully sell food, beverage, location and other special services with profitability as key
- Capture the clients vision and event specifics including menus, pricing, event timing, AV needs , room layout and billing information utilizing the Gather sales and catering software
- Creates detailed and accurate proposals and sends via email to client within a 48- hour period
- Provide timely direction of event logistics to restaurant team members responsible for group/event execution
- Greet clients at start of event and introduce to operation team handling execution

Qualifications for group sales

- Minimum of 7 (seven) years demonstrated successful sales management experience including knowledge of competitive analysis, strategizing and execution, and negotiation tools and techniques
- Advanced knowledge of financial elements such as balance sheets, cost of capital, depreciation, tax reporting
- Expert knowledge of transportation and food industry, to include general principles and logistics of freight movement
- Must be results oriented with ability to be flexible
- Minimum 10+ years of senior sales management experience with a proven track record in building and significantly growing a \$50M+ revenue business