

Duvall Caterings & Events

Catering & Event Sales Manager Job Description

Job Title:	Catering and Event Sales Manager	Department:	Sales
Manager:	Sales & Business Development Director	FLSA:	Exempt

Summary:

This position is responsible for managing all aspects of the event sales process from initial contact through final event execution.

Essential Duties and Responsibilities: *include the following. Other duties may be assigned.*

- Work with and advise diverse clients from initial inquiry stage to on-site production - including corporate, social, and weddings
- Participates in active outgoing solicitation to engage new client business to drive sales.
- Sell, plan and manage all aspects of event contracts through:
 - Responding to event inquiries, creating proposals, contracts, diagram, quote and secure rental orders, create signage, coordinating payment processing and all other aspects required to execute a successful event;
 - Working with the culinary team to develop high-quality, cost-effective menu options that fulfill the client’s requirements;
 - Manage and participate in client tastings
 - Responsible for communication and planning within all internal departments and external vendors regarding event execution
 - Follow up with clients after events to ensure customer satisfaction.
 - Actively participate in the events overview meetings weekly to provide feedback to the team in order to continually improve our client experience.
- Build and maintain relationships with clients to encourage ongoing/repeat business.
- Lead off-site events as needed

Other Duties and Responsibilities:

- Assist team with marketing needs such as obtaining event photos, client testimonials, etc. as needed.
- Assist with other sales team initiatives as they arise
- Performs other duties as assigned and reasonably within the scope of duties enumerated above.

Supervisory Responsibilities: *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, selecting, orienting and training employees. Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; implementing and enforcing policies and procedures. Develops schedules; assigning and monitoring work; implementing productivity standards, resolving operations problems, implementing new procedures.*

This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

A bachelor's degree in a related field is preferred. A minimum of five years of experience in the event/hospitality industry is strongly preferred.

Language Skills:

- Excellent verbal, written and presentational communication skills are required

Math Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished written, oral, diagram or schedule form.

Certificates, Licenses and Registrations:

None are required.

Other Skills, Abilities and Qualifications:

- Demonstrated ability to work under pressure
- Must be a team player and willing to assist other members of the team when needed
- Willingness to work nights, weekends and holidays as necessary
- Experience in working with sales systems and sales prospecting is preferred
- Ability to establish and maintain effective and professional working relationships

Employment Conditional upon the Results of the Following:

- Valid driver's license with an acceptable driving record

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position regularly stands; sit; stand; walks; use hands, fingers, handle, feel; talk or hear. Occasionally reach with hands and arms; climb or balance; taste or smell; stoop, kneel, crouch, crawl.

This position will lift up to 50 pounds frequently.

Vision requirements include: close and distance vision, color vision, peripheral vision and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment can include working in outdoor weather conditions, working in the office with moderate noise levels.