

Catering Sales Manager

Sells: Free standing social events for the Grand River Center. (Minimum of 50% of work time is dedicated to contacting existing account files and prospecting for new business development).

Services: details all functions and communicates details to appropriate departments within Grand River Center. Ensures execution of functions is complete and client is satisfied. (Encompasses balance of work time, other than selling).

Reports To

The General Manager of the Grand River Center and the Director of Sales and Marketing

Responsibilities and Duties

- SALES ACTIVITY
 - Weekly account file calls
 - Weekly prospecting calls
 - Weekly site inspections
 - Weekly Reports
 - Sales Action Plans
 - BEO documents
 - Outside sales calls 50% of time
 - Community Organization networking participation

- BOOKING GOALS
 - Monthly/Annual consumption revenues (food/beverage/AV rental/meeting room rental)
 - Monthly/Annual pace revenues (food/beverage/AV rental/meeting room rental)

Qualifications

To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

- Excellent selling/communication skills via telephone, internet and face-to-face
- Excellent knowledge of food, beverage and wedding service activities
- Excellent detail-oriented individual
- Good writing skills and basic computer knowledge

Physical Demands

The physical demands are described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Standing- Approximately more than 2/3 of the on job time
- Walking- Approximately more than 2/3 of on the job time
- Sitting- Approximately less than 1/3 of on the job time
- Use of hands to finger, handle or feel- Approximately 2/3 of on the job time
- Reaching with hands and arms – Approximately 1/3 to 2/3 of on the job time
- Climbing or balancing- Approximately less than 1/3 of on the job time
- Stooping, kneeling, crouching or crawling- Approximately less than 1/3 of on the job time
- Talking or hearing- Approximately greater than 2/3 on the job time
- Tasting or smelling- approximately less than 1/3 of on the job time
- Vision- close vision (clear vision at 20 inches or less), Ability of adjust focus (ability to adjust the eye to bring an object into sharp focus)
 - Vision requirements listed are primarily applied to use of computers, files, and document account analysis