

**Catering Sales Manager**  
**Hilton Orlando/Altamonte Springs**  
**US-Altamonte Springs, FL**



**Job Details**

**Job Description:** The Hilton Orlando/Altamonte Springs, part of Cooper Hotel Group, is currently looking for the perfect candidate for position of Catering Sales Manager. The position will be based in Altamonte Springs, FL, and will be directly responsible for building catering business.

**Job Responsibilities:** \*Qualified candidate will be responsible for driving social catering sales, prospecting, closing

**Include:** business and attending industry/events shows.

\*Responsible for promoting and booking social events such as wedding ceremonies, receptions, bar /bat mitzvahs, anniversary parties, Quincineras, Sweet 16 parties.

\*Assist clients with guest room accommodations.

\*Responsible for up-selling ancillary revenue, i.e. audio visual, entertainment, decor, golf and spa.

\*Must be able to drive revenue and provide immediate results

\* Prepare and present effective proposals and contracts for potential accounts

\* Display high level of professionalism through conduct and appearance.

**Experience / Skills Needed:** \* 2 yrs. + experience in catering sales

\* Must be a high energy, motivated and organized individual. Work very well with others in developing strategies toward common goals.

\* Excellent verbal, written and interpersonal communication skills.

\* Familiar with standard catering, food & beverage procedures and contract terms.

\* Efficient Computer skills in Excel, Word, Internet including Social Media. Experience with Delphi or Sales Pro preferred.

\* College degree preferred, or similar work experience

\* Progressive resume

**Salary or Hourly Position?** [Salary]

**Work Permit Needed?** Applicants who do not already have legal permission to work in the United States will not be considered.

**Job Available:** Immediately

**Compensation**

**Salary Range:**

**Bonus Plan?:**

Yes

**Other:** Low Medical Insurance Costs, Mileage Reimbursement, 401k w/ match, Dental Insurance Options, Vacation, Travel Discounts

**Contact**

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