

Sales & Catering Manager

Best Western Plus

US – Kingston – New York



Job Details

Job Description: The Best Western Plus Hotel & Conference Center Kingston, NY, part of Cooper Hotel Group, is conducting a candidate search for the position of Sales & Catering Manager. The ideal candidate will support efforts by utilizing skills in both strategic selling and guest-focused service.

Responsible for room and catering sales for Groups and Negotiated Accounts.

Job Responsibilities Respond to inquiries and RFPs in a timely & professional manner, according to company standards.

Include: Conduct outside sales calls to local businesses.
Craft proposals, contracts, resumes and invoices.
Ensure thorough communication with Operations departments for proper servicing of groups.
Consistently & strategically exceed established booking, consumption and activity goals.
Continually expand business pipeline by generating new leads via sales calls, presentations, trade shows, networking events and community involvement.
Host site inspections and actively participate in property events.

Experience / Skills Minimum 2 years sales experience, preferably in the hospitality industry.

Needed: Experience in catering sales highly valued.
College degree preferred or similar work experience.
Excellent oral and written communications skills.
Experience with Word, Excel and PowerPoint. Knowledge of SalesPro or Delphi a plus.
Applicant must be a high energy, motivated and creative individual.
Position requires organization and attention to detail.
Must work very well with others in developing strategies towards common goals.
Familiar with standard revenue management, group and catering procedures.

Salary or Hourly Position? Salary Position with Bonus

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: Based on Experience

Bonus: Yes

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

Contact

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No phone calls, please.

<http://www.cooperhotels.com/careers.php>