

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 Catering Sales Manager. The ideal candidate will support efforts by utilizing skills in both strategic selling and guest-focused service.

Responsible for catering sales for more than 8,300sf of meeting and event space.

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, BEOs 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 catering sales experience, preferably in the hospitality industry.

Needed: College degree preferred or similar work experience.
Excellent oral and written communications skills.
Experience with Word, Excel and PowerPoint. Knowledge of Delphi/Amadeus Advanced a plus.
Applicant must be a high energy, motivated and creative individual.
Position requires organization and attention to detail.
Must work well with others in developing strategies towards common goals.
Familiar with standard 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>