

Job Details

Job Description:

Now in its third generation of family-owned leadership, Cooper Hotels has achieved success by excelling in the construction and management of hotels, the innovative development of new services and affiliations only with the industry's premier hotel brands including InterContinental Hotel Group and Hilton Worldwide. From its history with that very first Holiday Inn, Cooper Hotels has fashioned its properties and service with its discerning customers in mind, a tradition that will continue for years to come.

Cooper Hotels is focused on building loyalty and value with its customers through a unique combination of great service, excellent products, unsurpassed distribution, operational excellence and leadership. We concentrate on building loyalty and value for our employees, business partners, and communities by being one of the most service-oriented, loyalty program driven, geographically-diversified hotel companies.

For additional information regarding Cooper Hotels, please visit: <http://www.cooperhotels.com>.

Job Description:

Location: Doubletree Jackson
1770 Highway 45 Bypass
Jackson, TN 38305

REPORTING RELATIONSHIP:

The Catering Sales Manager reports to the Director of Sales, Catering & Marketing

Compensation: Salary plus Bonus. **All applicants must submit their minimum salary requirements to be considered.

*****Email resumes to: Pam Little, Director of Sales, Catering & Marketing - plittle@cooperhotels.co**

Job Responsibilities

Include:

RESPONSIBILITIES:

The Catering Sales Manager will have overall responsibility for building and managing Doubletree Jackson's property sales efforts to achieve the company's financial goals. This will include the oversight and coordination of your specific assigned market to achieve all goals.

Specific Responsibilities Include:

*Solicit and book programs which maximize revenue for Banquet Food and Beverage, meeting room rental, small room blocks, etc. for the following market segments:

*Small Meetings & Groups

*Charity Fundraisers

*Sales / Auctions

*One day Meetings

*Church groups



- *Reunions
- *Training groups
- *Weddings
- *Holiday Parties & Events
- *Entertainment Bookings
- *Off Site Catering
- *Monthly events
- *Sell, negotiate and finalize contracts with clients
- *Maintain an ongoing relationship with clients, pre, during and after bookings
- *Travel and make Sales Calls to promote facilities including appointments in your own location as well as occasional trips to locations for Trade shows, Familiarization Events, Site inspections, etc.
- *Conduct and arrange site inspections to meeting planners and other prospective clients
- *Meet or exceed measurable objectives to include individual and team booking goals, productivity goals and consumption
- *Ensure pre- and Post-trip reports (including expense reports) are completed and submitted on time.
- *Consistently meet measurable objectives for properties catering sales growth
- *Professionally represent the hotel in community and industry organizations and events
- *Create demands for Doubletree Jackson property and increase sales revenue by driving the Doubletree brand and all of properties offerings
- *Personally lead and close large and small account sales opportunities with the intent to gain market share
- *Persistently work toward unquestionable customer retention and satisfaction that will result in customers being enthusiastic references, thus increase brand awareness
- *Create strong collaborative partnerships with property operations that work to accomplish their goals while continuing to build brand identity and delivery in day to day operations
- *Consistently communicate with all team members and drive superior performance.
- *Communicate effectively with other regions, corporate office, property operators and customers

Experience / Skills Needed:

Preferred Qualifications:

Cooper Hotels is looking for a seasoned catering sales manager who will drive Doubletree Jackson In-Market sales process in order to achieve revenue goals in his/her market. This individual must be a creative, high energy, hands on, take charge executive with proven sales skills. Additional characteristics include:

- *Proven experience selling hospitality to a diverse set of customers
- *Extensive experience in catering or hotel sales
- *A track record of consistent performance and accountability using multiple sales

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approaches and managing complex sales into a diverse group of customers

*Excellent oral, written, verbal communication, interpersonal and presentation skills required

*BA/BS degree preferred, but not required

*3+ years of prior Catering or Hotel Meeting and Group Sales Experience preferred

*Experience with SalesPro, Delphi and Hotelligence 360 preferred

*Hilton Experience preferred, but not required

*Professional business appearance required

*Ability to act quickly and exercise good judgment under pressure/conflict situations

*High volume, fast paced, frequent interruptions

*Must be enthusiastic and efficient and work well with co-workers and management

*Long hours involved, flexible working hours, and available on weekends and holidays

*Must be able to travel occasionally

Cooper Hotels is an equal employment opportunity employer. All qualified applicants will receive consideration for employment with regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status or marital status.

As part of Cooper Hotels, finalist candidates will be required to complete a background or reference check prior to an offer being extended. These background checks may include: Prior Employment Verification, Education Verification, Social Security Trace, Criminal Background Check, Drug Screen or Motor Vehicles Records.

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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