



Catering Sales and Event Coordinator

We are a successful catering company seeking an outgoing, detail-oriented, highly motivated individual to join our team as a sales associate and event coordinator. In your new position you will enjoy working in a dynamic and creative environment, as part of a team, to produce amazing catered events, all while creating new customer relationships and accounts. We are a professional organization that values excellence, integrity, quality, hospitality and balance. We are also a smoke-free company.

Job Description: Sales Scope of Job

Maintain and grow existing Food and Beverage business, utilizing existing customer base and personal initiative. Develop a sales strategy and action plan under the direction of Director of Operations and Owner. You will also maintain a community presence by attending local networking functions, hosting marketing functions and nurturing existing and new client relationships.

Job Description: Event Coordinator Scope of Job

Organize and coordinate off-site catered events from concept to execution. Event Coordinator will work with internal and external customers and vendors. Daily work will include receiving incoming opportunities, preparing budgets and proposals using a catering software program, following up on booked business to coordinate logistics with our operations team. Event Coordinator will stay in constant contact with clients through execution and post event review to insure client satisfaction. Event Coordinator will attend each event sold and work alongside event supervisor/captain to deliver the event that was sold.

Duties and Responsibilities

- Communicate efficiently and timely with customers via phone, email and in-person; before, during and after events.
- Develop and deliver sales presentations to potential clients and customers.
- Close outstanding proposals and collect deposits and signed contracts.
- Attend site visits and document details of the event in a software program, communicate clearly to operations team.
- Attend events to insure event executed as promised and ultimately, client satisfaction.
- Manage events onsite in partnership with the event captain or event manager.
- Conduct all post-event paperwork.
- Follow up with clients post-event for feedback and to insure we exceeded the expectation.
- Attendance of networking and industry events.
- Venue visits and general marketing.

- Produce sales with a set sales plan, goals and personal initiative.
- Attend meetings in and out of the office, ie: sales meetings, marketing meetings, client meetings, etc.
- Prepare weekly reports for management outlining sales and coordination activities for the upcoming week and activity logs for the prior week.
- Meet or exceed sales goals established.
- Provide regular updates to management as to pending and booked business in relation to sales goals.

Skills Required

Ideal candidate must enjoy working in a team-oriented environment, must be self motivated, possess strong leadership skills, have excellent communication skills, and be willing to work a flexible schedule, as this is not a Monday through Friday job. Some nights, weekends and holidays will be required, particularly during our busy season. Most importantly, must love food and events

Requirements

- A.A. Degree or equivalent
- Minimum 3 years industry experience in Catering-Food & Beverage and/or Banquets.
- Familiar with computers, email, Microsoft or Apple operating system.
- Must demonstrate strong customer service skills and a positive attitude.
- Superior planning and organizational skills.
- Must have great problem solving skills and demonstrate quick, efficient and consistent execution.
- Ability to multitask and manage several projects simultaneously.
- Have a general understanding of foods and ingredients, and an appreciation of quality of foods and beverages.
- Clean driving record, will use personal vehicle.
- NON SMOKER

Essential Qualifications

- **Strong customer service skills** - an individual that understands what it means to go above and beyond to make a guest happy.
- **Attention to detail** - it's often the minor details that go overlooked. Those are the details that can take an event from good to extraordinary. We are looking for someone who understand the importance of those details and takes a proactive approach to ensure those details are attended to.
- **Speaking skills** - as the Sales and Event Coordinator you will be representing yourself and the company. You must be able to accurately and effectively communicate our product and

service, and speak with confidence, whether it be with clients or colleagues. You must be a people person.

- **Stamina** - As the Sales and Event Coordinator, during our peak season in particular, days may be long and challenging, you must be able to have stamina to work hard and long days when required.
- **Organizational skills** - off premise catering is often many moving parts all at the same time, and requires an individual to be highly organized and confident. An organized Sales and Event Coordinator is required to manage multiple events in the pre-planning stages as well as coordinate the events that are being executed.
- **Strong sales skills** - Must demonstrate the ability to understand sales and have a proven track record of selling.

Physical Demands

This position requires an individual that may lift/push/pull up to 50 lbs. You must have the ability to work on your feet for long periods of time being very active (6-8 hours). May work events that are outdoor and exposure to heat, rain and mother nature's elements.

This position is a year-round, full-time position, with a non-traditional schedule. Nights and weekends will be required particularly during peak season.

This position will be compensated by a base salary and commission.

Please email cover letter and up-to-date resume to Employment@TastebudsCustomCatering.com.