



THEgeorge

Express Meeting Manager

Job Description

The responsibilities of the Express Meeting Manager include, but not limited to: Direct selling/coordination of meetings and meal functions for various clients to include both corporate and social clientele. Provide one stop shopping for room and catering sales group size 20 rooms or less with our without Catering requirements. Finalization of overnight rooms and catering programs for assigned Corporate, SMERF, TOUR & Travel bookings. Ensure customer satisfaction to both internal and external customers as key liaison. Prospecting sales calls as assigned by Director of Sales & Marketing. Evening and weekend hours when required by the groups assigned. This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

Responsibilities

- Expectation to dedicate significant portion of time to direct telephone solicitation sales.
- Meet or exceed assigned revenue goals; Rooms, F&B, Meeting Room Rental, Incremental.
- Assure that all transactions with guests are handled in a legal, ethical manner.
- Develop positive working relationships with existing clients by anticipating needs and acting promptly to rectify any problems; maintain frequent contact with established and prospective clients.
- Practice effective revenue/yield management to include wise negotiation and booking function space, focused solicitation during soft occupancy periods and effective rate and price negotiation.
- Consults with representatives of client group or organization to plan details such as number of persons expected, display space desired, and food service schedule. Have a comprehensive understanding of the property and its offerings.
- Notifies various department heads of arrangements made to ensure high level of service and guest satisfaction. Manage time effectively, maximize sales time, focus on priorities, and complete assigned reports and projects in a timely manner.
- Possess strong working knowledge of business development and sales techniques, catering and banquet operations, yield management, service standards and techniques, guest relations and etiquette, food and beverage, service ware and equipment, menu development and general hotel knowledge and practical ability to apply business knowledge in a hotel setting.

- Execute rate negotiations and pre-qualification, issue contracts, and establishes files, process bookings and appropriate follow-up correspondence with clients.
- Responsible for maintaining lost business report files and tracking tentative and definite business by market segments

Job Requirements

Previous sales experience preferred, Food and Beverage knowledge and detailed oriented. The purpose of the Sales Manager is to assist in assuring the overall success of the hotel by meeting or exceeding the company's expectations for top line revenue.

Interested parties please forward your resume to:

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