

Catering & Sales Coordinator

Oxford Suites Boise

US - ID - Boise



Contact

Company Name: Oxford Hotel Group

Contact Name: Loren Long

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Job Details

Job Description: Primary goals are to grow hotel sales by direct sales efforts and building strong customer relations. The Catering Sales Coordinator is responsible for handling the follow up on events, corporate meetings, selling segments, including BEO's, contracts, making reservations, and general correspondence. Administrative duties as assigned.

- Job Requirements:**
- Previous Hotel Sales experience.
 - Approach all encounters with guests and employees in a friendly, service-oriented manner.
 - Maintain regular attendance in compliance with Oxford Suites standards, as required by scheduling, which may vary according to the needs of the hotel.
 - Comply at all times with Oxford Suites standards and regulations to encourage safe and efficient hotel operations.
 - Interview individuals and groups in connection with future booking of group accommodations, conference bookings and catering events.
 - Plans meal functions and works with guest on all set-up requirements in function space. Coordinates with the F&B Supervisor and the Housekeeping and Maintenance Department staffs.
 - Keep accurate history of group pick-up to ensure that we can make good decisions for future business.
 - 40 hours per week.
 - Equal Opportunity Employer.

Management Position? No

Entry-Level Position? No

Work Permit Needed? Applicants who do not already have legal permission to work in the United States will not be considered.

Job Available: Immediately

Industry Categories : Hotel/Resort

Position Categories : Sales

Compensation

Salary Range:

Bonus Plan? No

Accommodation? No

Other: