

Date of Notice: October 2, 2017
Position Title: Private Event Sales Coordinator
Job Location: Hillcrest Golf Club
Start Date: ASAP



Position Summary:

This position is responsible for selling, planning, and marketing all private events and meeting functions at the golf course through direct client contact to maximize profits from revenues to achieve annual sales plan. Maintains ongoing relationship with guests. Advises management and negotiates contracts and agreements.

Essential Duties and Responsibilities:

- Establishes client base of organizations, associations, social and corporate businesses through direct outside and inside sales effort for the purpose of securing business for the golf course to ensure that predetermined sales expectations are met or exceeded.
- Develops and maintains relationships with key clients in order to produce additional business.
- Negotiates function space and food & beverage prices. Confirms in writing to the client and affected departments all requirements.
- Conducts tours of golf course and dining facility and exposes clients to facility and services; entertains qualified potential clients.
- Accurately forecasts individual booking revenues and cancellations; accurately tracks consumption on all bookings.
- Assists the Food & Beverage Manager or General Manager with the implementation and achievement of the marketing plan.
- Assists the client in menu planning; coordinates food, beverage, meeting room set-up, decorations and other services requested by client; assures that all requirements are communicated and completed to the clients specifications.
- Analyses and conducts annual marketing studies (e.g. competitive analysis, demographics, and market segmentation) to provide direction and plans for attracting new business to the club, as well as lists from area community organizations.
- Networking inside and outside the Club to obtain "leads" and build relationships with new and existing clients
- Work with Executive Chef and General Manager to establish profitable and competitive private event menus that meet the client's needs.
- Attendance at all required Food and Beverage Meetings and Department Head Meetings scheduled both within the club and outside the club.
- Professional, impeccable appearance maintained by self and all private event personnel.
- Maintaining all audiovisual equipment, Internet service and other items relating to the private event department.
- Work closely with the Membership Department in obtaining information on new Members and their needs through New Member telephone calls.
- Must be able to work independently and in a group setting.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Provides a professional image at all times through appearance and dress.
- Follows GreatLife KC policies and procedures and is able to effectively communicate them to subordinates.

Qualifications:

Education / Experience: College degree, extensive work experience or equivalent. A minimum of two years commissioned sales and marketing experience with a proven track record establishing marketing/prospecting programs to drive event revenues while working in a team environment. One year of food and / or hospitality related work experience is preferred. Special consideration will be given to those who exhibit exemplary performance.

Skills:

- Interpersonal skills
- Sales / negotiating abilities
- Attention to detail
- Planning and organizational ability
- Customer skills
- Computer skills
- Practical knowledge of food preparation and social customs of etiquette
- Basic knowledge of liquor and wine
- Knowledge of all proper methods of food and beverage service, systems, controls and costs.
- Working knowledge of all applicable health, sanitation and licensing ordinances.

Working Conditions:

Will be required to work nights, weekends and holidays.

Will be required to work in fast paced, stressful environment.

Compensation/ Benefits:

The compensation package will be commensurate with the skills and experience of the selected candidate and competitive with clubs of similar stature.

GreatLife KC is an Equal Employment Opportunity Employer