



Private Management for Public Facilities

J O B P O S T I N G
OPEN POSITION RECRUITMENT
10/23/2009

POSITION TITLE: Catering Sales Manager

POSITION LOCATION: Prime Osborn Convention Center
Jacksonville Veterans Memorial Arena
Times-Union Center for the Performing Arts

REPORTS TO: Director of Food and Beverage

START DATE: Immediate Opening

HOURS: Full-Time

SALARY: Base plus Commission

APPLICATION: Email resume to SMGHR@coj.net, fax to:
904- 301-3854 Or apply online at www.jaxevents.com

DUTIES AND QUALIFICATIONS:

- Generates, plans, and coordinates events
- Assumes lead role in soliciting local bookings
- Develops and maintains a local customer base
- Produces contracts and Banquet Event Orders for each event
- Develops proposals for potential clients and follow through on pending bookings
- Maintains an active role in local hospitality community and professional associations
- Attends in-house event-related meetings and maintains direct contact with SMG in all facilitates
- Seeks, negotiates, and books new repeat business by doing outside sales calls, telemarketing, mailings, networking, phone coverage, attending trade shows and travel
- Provides detailed event analysis to support, maintain, and/or improve company goals and guest satisfaction

Other duties as assigned

EDUCATION AND WORK EXPERIENCE:

- High school diploma or GED
- Bachelor's Degree required, Majoring in Business or Hospitality preferred
- Three years of customer service experience
- At least one - two years experience in Caterware or equivalent software

Hours are event driven including some nights, weekends and holidays. See Full Job Description for more details.

