



October 2019

Sales & Event Manager

Overview

The Sales & Event Manager will report to the Director of Sales and will be responsible for sale and execution of events as well as client and venue relationships. As a core team member, the focus of the Sales & Event Manager is client satisfaction by successfully leading them through the event planning process.

Responsibilities

- Sales
 - Plan and execute full-service events as assigned via Director of Sales or General Manager. This includes but is not limited to the management of menus, staffing, rentals, equipment, décor, comprehensive plans and invoicing.
 - Attend events to ensure proper event execution and the needs of clients are being met to the highest of standards.
 - Follow-through with post event conversations and document feedback.
 - Assist with daily corporate deliveries to include taking orders, logistics with kitchen staff and drivers, addressing problems as they arise, invoicing, and the development of more business.
 - Awareness of company resources and operate sales/events with a team oriented, efficient and collaborative strategy.

- Relationships
 - Maintain and grow assigned and self-cultivated client and venue relationships.
 - Generate new business through networking, targeting potential clients, and actively following up on sales leads.
 - Preserve existing vendor partnerships, while continuously looking for new opportunities to keep up with industry trends and ensure competitive pricing.
 - Coordinate and attend company sponsored events where we have the opportunity to entertain current and potential clients and industry partners.

- Miscellaneous
 - In collaboration with the F&B Director and Executive Chef; assist with menu development, refinement, and standardization.
 - Other duties as assigned.

Qualifications

- Bachelor's degree in sales, business marketing or hospitality management. Equivalent work experience in the industry acceptable.
- Two or more years' experience in event sales and planning.
- Proven ability to guide customers through the event planning process with the ability to close the sale, preferably in an upscale arena.
- High energy, positive attitude and team oriented individual with strong leadership skills.

Compensation & Benefits

- Competitive base salary and sales commission, and potential sales bonus.
- We value the health, safety and well-being of our team members. For that reason, we offer a competitive benefits to be discussed during the interview process.

Please submit resume and references to:

Jim Lenz

General Manger & Partner

jim@twounique.com