



Come join our team!

We are a four-diamond, full-service hotel in the heart of **King of Prussia** directly across the street from one of the largest shopping malls.

Our **Sales & Marketing Department** has an immediate opening for a polished, organized, creative and hospitality-minded **Director of Catering Sales**.

This exciting opportunity will lead to professional development opportunities within the suburban market. This individual will manage and direct the **Catering** team's efforts while specifically handling the **Wedding Market, Catering and Corporate Business** and other social related business.

There will be a heavy focus on designing and implementing marketing plans for wedding and other social markets.

What You'll Do:

Here are some of the tasks you'll be completing on a daily basis:

Direct and administer all Group and Local Catering Sales and Event Management operations including, but not limited to, revenue maximization initiatives, market development, solicitation plans, meeting space and room block management negotiation of supplier services, budgeting and forecasting, systems management, department management and meeting participation and facilitation

Collectively work with operational departments to coordinate and manage various groups on property as well as the **Culinary Department** to create profitable menus for clients.

Solicit and book banquet food and beverage business and assists clients by offering suggestions regarding setup, menus, decorations, etc.

Interact with clients to determine needs and direct staff accordingly. Respond to telephone and walk-in inquiries of potential guests



Lead, monitor, and develop team member performance to include, but not limited to, providing professional development, providing supervision, conducting counseling and performance evaluations, providing professional development, and delivering recognition and reward

Review and revise the catering department's weekly event sheets, and banquet event orders

Where You've Been:

You're someone with at least 3-4 years of experience as a Catering Sales Manager in a hotel who is highly organized, service oriented and professional with food knowledge and the ability to thrive in fast paced environment.

The majority of the time will be spent selling and negotiating catering and banquet services. We're looking for some who can communicate clearly in a positive and professional manner, can perform under pressure, and can assist clients in all their requests (even the more challenging ones)! If this sounds like you, go ahead and apply!

When You're Here:

Be prepared to accommodate varying schedules including nights, weekends and holidays. But wait, there's a great upside: in exchange for your flexibility, we offer excellent pay, hotel discounts, F&B discounts and the opportunity to be part of an anything-but-standard growing hotel company.