

Dated: July 17, 2008



FIVE

INTERNAL JOB POSTING

Catering Sales Manager

The Catering Sales Manager is responsible for prospecting, acquiring and maintaining a solid base of customers, for attaining a high level of profitability for the property and is an active member of the Convention Services function by prompting relations between convention planners and the various hotel departments in accordance with 5 Calgary Downtown Suites policies and quality standards to ensure a high degree of customer satisfaction is achieved.

Basic Responsibilities:

- Acquire and maintain profitable accounts that contribute to the property's marketing plan.
- Solicit sales for the property through planned outside sales calls, telephone solicitations to business, travel agencies, and non-profit and government organizations requesting potential business for the property as assigned by the Director of Sales
- Provide operations staff information regarding promotions and specific accounts on a daily basis; communicate and liaise with Food & Beverage Manager & Executive Chef to ensure we meet and exceed expectations regarding Meetings and Conventions.
- Prepare a written sales call report on all outside and telemarketing calls made each week.
- Maintain an updated sales filing system which includes an efficient file and central trace system (Delphi). System should also include organizational methods for sending correspondence to customers/prospects without delay.
- Prepare a report from Delphi of all tentative or definite business booked during each week and forward copies to the Director of Sales. Provide a list of all cancelled business, giving reasons for loss.
- Manage sales territories/market segments activities, with at least 3-5 site inspections and telemarketing calls that meet property sales goals and quotas that have quantifiable room night business.
- Finalize and coordinate all meetings and conventions; finalize all details pertaining to each booking with attention to detail
- Work with function planners and other hotel personnel to confirm physical and financial arrangements meet and exceed expectations and forward booking details.
- Maintain open communication with planners and monitor functions ensuring deficiencies and requests are handled promptly and conform to contracts
- Follow up with all clients after the function date to ensure satisfaction
- Generate the booking of both contract and banquet event orders under specific timelines.
- Be alert to business peaks and troughs and provide innovative ideas in order to contribute to the profitability of the Hotel.

Skills, Abilities & Qualifications:

- Minimum 1 year sales experience in the Hospitality Industry
- Business Degree would be considered an asset
- Superior written and verbal communication skills
- Excellent organizational and time management skills
- Ability to develop and deliver formal presentations on behalf of the hotel
- Exceptional interpersonal skills
- Set priorities for self and others in the hotel
- Valid drivers license is required as well as a reliable vehicle

If you are interested in the above position, please submit your resume to:

Jackie Vallis, Human Resources Manager
5 Calgary Downtown Suites
618-5th Avenue SW, Calgary, Alberta T2P 0M7
hrmanager@5calgary.com

Deadline for Applications: Thursday, July 24, 2008