



EVENTCATERERS

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CATERING & EVENTS SALES COORDINATOR

A Catering and Events Sales Coordinator is sought to work at our Head Office in Garforth, Leeds. The successful candidate will proactively sell our venue and services along with coordinating all bookings, working closely with the operational team in each department.

The role involves meeting monthly and annual sales targets whilst completing all associated administrative work for the key areas of responsibility. You will be required to prospect by phone and email, respond to incoming enquiries as well as coordinating all details relating to bookings.

Responsibilities and requirements:

- Proactive promotion of our services to new and existing customers. This will be achieved through a variety of sales techniques to generate new enquiries and, ultimately, secure sales
- Meet monthly and annual sales targets
- Maintain the sales forecast to track progress against targets
- Maintain and develop a strong relationship with our clients
- Work in a busy office environment dealing with a high level of inbound enquiries for hospitality, restaurant, conference and events bookings
- Respond efficiently and accurately to all incoming enquires maintaining high levels of customer service at all times
- Prepare proposals, quotations, event contracts and cost summaries
- Detail customer requirements and liaise with colleagues to ensure all customer needs are met. Ensuring the smooth transition for the customer from event coordination to event delivery
- Take payments from customers
- Assist with checking billing information ready for invoicing
- Complete timely follow ups once an event has taken place to ascertain any future requirements
- Accurately maintain and update our Events Management database

The ideal candidate must display the following skills:

- Excellent written, telephone and face to face communication skills
- Experienced in selling, preferably within the events/catering industry
- Embraces teamwork
- Highly organised, focussed and self-motivated
- Experienced in client management
- Experienced user of Microsoft Office products: Word, Excel, Publisher etc. Existing knowledge of CRM/Event Management systems is beneficial

Role type

Permanent, full time

Due to the nature of our industry the successful candidate will be required to work in an operational capacity from time to time

How to apply

If you feel you are the right candidate for this position then please submit your full CV and covering letter to Kerry Thompson, Catering & Events Office Manager, Kerry.thompson@cgceventcaterers.co.uk