

SENIOR SALES MANAGER- EVENTS & GROUPS OPERATIONS (FULL-TIME)

Corinthia Hotel St. George's Bay and Marina Hotel at the Corinthia Beach Resort, are seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.

Reporting directly to the Area Director of Sales, this cluster position requires an individual with previous work experience within a similar environment.

The candidate will be responsible for:

- Organizing all functions/events from the first contact with the guest until the follow-up call after the function
- Taking note of all guest requirements and provides recommendations based on the hotel's facilities / services
- Communicating with all hotel departments to ensure the success of each function and ultimately ensuring guest satisfaction
- Meeting and entertaining potential clients as well as clients attending Conferences and/or Events in the hotel
- Conference & events budgeted revenue for the two properties
- Organizing sales calls to potential clients and monitoring performance of the sales team
- Proactively seeking new avenues of business and bringing in additional banquet events to the hotel
- Managing the selling strategy of the events & groups operations team
- Actively managing business bookings and recording refusals
- Monthly reviewing the succeeding 6 months availability and highlighting high or low demand dates and taking the necessary steps to minimize the risk of any shortfalls or overbookings
- Encouraging repeat business through excellent customer service and inquiry handling
- Making commercial decisions to maximize income on a daily basis
- Building strong relationships with customers to fully understand their needs
- Analyzing sales activity to take informed business decisions
- Providing regular financial reports to the senior management team
- Actively contributing to the budgeting process
- Handling all mail, calls, visits, etc. to the attention of the Conference & Events department efficiently
- Managing offers and contracts for functions and negotiating agreements

- Developing close business relationships with regular clients
- Assisting in all matters pertaining to the operation
- Attending daily briefing meetings and other meetings as required

The ideal candidate will:

- Have 2 years' experience in a similar position
- Have experience in organizing and planning weddings, events and conferences
- Have good administrative skills, be computer literate and must be conversant with MS office applications & ideally Opera
- Have good command of the English language, both spoken and written
- Be proactive and take initiative
- Be logical, accurate and able to multi-task
- Be well-organized and possess good time management skills
- Be self-motivated, able to work under pressure and adhere to deadlines
- Be able to work under minimal supervision, be proactive and take initiative
- Demonstrate a flexible attitude towards working patterns
- Be guest focused and with an outstanding personality
- Possess strong leadership skills
- Have a professional disposition and must maintain company grooming standards

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

***Candidates are requested to submit their CV by e-mail to the
Human Resources Department on:
vacancies.stgeorges@corinthia.com***