



## **POSITION DESCRIPTION**

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**Position:** Event Sales Coordinator  
**Status 05/06/14:** Currently Open and Recruiting  
**Hiring Contact:** Colleen Daly [cdaly@presidiogolfclub.com](mailto:cdaly@presidiogolfclub.com)

### **Position Summary:**

The Event Sales Coordinator is responsible for selling and planning profitable, successful member & non-member events at the Club. With focus on in-bound and outbound sales activities this position is also responsible for coordination of all event details with clients and operations team. To ensure successful events the Event Sales Coordinator will attend key events to facilitate logistics, member programs and communication activities.

### **Major Duties & Responsibilities:**

1. Meet banquet sales goals by maximizing event revenue from outside and member events.
2. Develop strong out bound sales and marketing plan to support goals.
3. Maintain sales tracking database, sales collateral materials and event related web pages.
4. Provide site inspections, menu presentation and tastings as needed. Have expert understanding of fees, menus and services.
5. Negotiate and prepare event contracts, track timely receipt of deposits.
6. Prepare Social Function Sheet details and distribute in timely fashion. Alert all concerned of last minute changes, and provide kitchen with real time guest counts.
7. Facilitate in-house banquet meetings to review agreements made with clients on event details and to troubleshoot any operational issues.
8. Prepare final invoices immediately after event.
9. Maintain internal reporting on banquets and up to date event calendar for member and non-member events.
10. Serve as on-site contact/ banquet manager/kitchen expeditor for events as needed.
11. Assist with member program development – Families, WPGC, Bridge, Book Club
12. Assist with member reservations, communications and website maintenance.
13. General Sales Office duties include but are not limited to: correspondence, telephones, email & reservations and filing.
14. Regular and consistent punctuality and attendance.

### **Minimum Qualifications and Characteristics:**

1. 4 year college degree preferably in hospitality or business administration.
2. 2 years experience in food & beverage service and sales.
3. Must be available to work evenings and weekends as scheduled.
4. Ability to provide direction to staff and crew in event execution.
5. Demonstrated strong organizational, verbal, written and mathematical skills.
6. Ability to interact effectively in a positive and helpful manner with members, staff, coworkers, guests and management in all aspects of the job.
7. Ability to work with changing requirements at a moment's notice.
8. Highly professional, hospitable demeanor.
9. Ability to work under pressure.
10. Ability to coordinate multiple tasks.
11. Ability to pay attention to detail.
12. Ability to communicate effectively with proper grammar.
13. Must be able to lift up to 30 pounds.
14. Must be able to interact with others in a friendly and approachable manner.