

Banquet Sales Manager

A rooftop cafe

Major: degree in Tourism and Hotel Management, or any related field

Experience: 5 – 7 years of experience in a similar role.

Major Responsibilities:

- Develop and implement strategic sales plans to achieve revenue targets and maximize banquet facility utilization.
- Identify and pursue new business opportunities, proactively seeking out potential clients for banquets, weddings, conferences, and other events.
- Collaborate with the marketing team to create promotional materials and campaigns to attract and engage clients.
- Cultivate and maintain strong relationships with existing and potential clients.
- Conduct site tours for clients, showcasing banquet facilities and addressing their specific needs and preferences.
- Provide exceptional customer service, addressing client inquiries and concerns promptly and professionally.
- Work closely with clients to understand their event requirements and preferences.
- Coordinate with internal teams, including catering, operations, and housekeeping, to ensure seamless event execution.
- Oversee the logistical details of each event, including room setup, catering arrangements, audio-visual requirements, and other special requests.
- Prepare and negotiate contracts, ensuring that all terms and conditions meet both the client's expectations and company standards.
- Monitor and manage banquet sales budgets, providing regular reports on performance against targets.
- Implement cost-effective strategies to enhance profitability while maintaining high-quality service standards.
- Work closely with catering, culinary, and operations teams to deliver high-quality banquet services.
- Provide insights and recommendations for continuous improvement.

Additional Requirements:

- Proficient in contract negotiation and client relationship management.
- Detail-oriented with strong organizational and multitasking abilities.
- Hospitality industry experience is mandatory.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb;
Ext. 7801; 7802