

## **Job Description**

**Job Title :** Catering Sales Executive

**Department :** Sales

**Responsible To :** Catering and Commercial Manager

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## **Aim of Position**

- To be responsible for developing and attracting food & beverage sales from the clients of Manchester Central Convention Complex

## **Main Responsibilities**

- To maintain and grow food & beverage sales from Manchester Central's existing client base
- To develop an effective sales strategy to attract new & additional catering sales, in conjunction with the Venue's sector sales team
- To create and prepare banqueting proposals for potential customers, ensuring that all likely additional costs relating to the event have been assessed accurately and communicated
- Meet and exceed all agreed sales targets set by the Sales Director
- Maintain and accurately keep updated, customer records held on EBMS
- Efficiently respond to all customer enquires in a polite and timely manner
- Work closely and effectively with the Manchester Central Hospitality Team, in order to ensure that all catering contracts are delivered to a high standard
- Create and prepare accurate catering proposals for potential customers, ensuring that the catering offer matches the profile of the event in terms of product selection and budget
- Provide weekly and monthly sales activity reports
- Develop and deliver sales presentations to potential customers
- Produce clear and accurate Event Catering Schedules within set deadlines
- Adopt a clear and strategic approach to catering sales by selling a catering offer that drives up spend per head, while keeping operational costs to a minimum
- Organise and attend client meetings both internally and externally
- Support the Venue sector sales team if required, in terms of fielding enquires in their absence or taking messages
- The duties of this post may require some weekend or evening work
- This job description is not exhaustive and the role necessitates flexibility to take on other responsibilities which are at the discretion of the Sales Director

## General Responsibilities

- Promote Manchester Central in a positive and professional manner at all times
- Be smartly dressed in appropriate attire depending on duties performed.
- Display a flexible 'can do' approach which will contribute to the success of Manchester Central
- To operate in accordance with Manchester Central's policies and procedures
- To undertake any training necessary to meet the requirements of the post
- To adopt a flexible approach to working hours as required by the business
- To undertake any other duties, relevant to your skills, which may from time to time be deemed necessary
- To take personal responsibility for own actions
- To be open to new ideas, understand the need for change and be willing to adapt
- To be aware of issues of equality and diversity, to understand and be sensitive to cultural differences
- Be responsible for your personal presentation, health and physical fitness
- Maintain a high level of attendance
- Take all possible steps to ensure a safe working environment for yourself and others

## Person Specification

	Essential	Desirable
Experienced, proactive salesperson with a proven track record		x
Background in a structured sales role		x
Experience of the events industry		x
Ability to take a flexible approach to working hours	x	
Evidence of an ability to identify and win business	x	
Experience of sales reporting systems and data monitoring	x	
Ability to effectively communicate ideas to people at all levels	x	

This job description will be subject to review.