

**Casino Arizona**  
**Scottsdale, AZ**  
**Job Description**

**Job Title:** Catering Sales Manager

**Department:** Resort Sales

**Reports To:** Director of Sales

**Salary:** \$54K to \$67K

**Summary**

Responsible for proactively soliciting and managing group/catering-related business opportunities to meet and exceed personal and team related revenue goals. Ensures business is turned over properly and in a timely fashion for proper service delivery. Must support the service and relationship strategy and drive customer loyalty by delivering service excellence throughout each customer experience. Provides service to our customers in order to grow share of the account on behalf of the resort.

**Supervisory Responsibilities**

At present, this position does not have supervisory responsibilities.

**Education and/or Experience:**

High School Diploma or GED required; Bachelor's Degree in Sales, Catering, Hospitality Management or related field strongly preferred; 5 years hotel sales/catering experience, on a property level, with at least 3 years sales management experience and/or an equivalent combination of education, training and related hospitality sales experience.

**Licenses and Certifications:**

CMP, CHSE or other related certification preferred.

**Computer Skills:**

To perform this job successfully, an individual should have excellent PC skills and broad knowledge of current and standard hospitality software applications and hotel systems (Microsoft Office, Delphi, PMS etc.).

**Other Qualifications**

- Must have ability to work collaboratively with hotel service team in providing exceptional customer service;
- Must have the ability to provide creative, visionary direction to fully realize clients' ideal event;
- Must be detail oriented with strong organizational, communication (verbal & written) and presentation skills;
- Must have ability to support and extensive existing customer database;
- Must have superior customer development and guest relation skills;
- Must have excellent selling (including telephone sales) and negotiation skills and an understanding of the sales process including up-selling products and service to closing;
- Must have advanced knowledge of property-specific business segments, advanced knowledge of contractual agreements and legal implications, advanced knowledge of food trends, food and

beverage composition and menu planning and advanced knowledge of food and beverage forecasting and attrition.

**Language Skills**

Must be able to read, write and understand English.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to stand for prolonged periods of time; walk; use hands and fingers to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to secondary smoke. The noise level in the work environment is usually moderate.

Casino Arizona reserves the right to make changes to this job description.

**ALL CANDIDATES MUST PASS PRE-EMPLOYMENT DRUG/ALCOHOL TEST AND BACKGROUND CHECK.**