



Mission: We create memorable experiences that exceed expectations and inspire each guest to return and celebrate.

Values: Advancement, Honesty, Excellence, Accountability, and Detail.

Job Description

Position/Title: Events Sales Manager

Reports to: Event Manager

Essential Functions:

- Detail out event
- Produce event file to be passed to Event Manager
- Sell Events

Responsibilities/Tasks:

Sell Event Offerings (Monday – Friday)

- Set up and Conduct Venue tours with potential clients.
- Follow up with inquiries, tours, date holds, contracts, and payments in a timely manner.
- Meet with clients to determine event needs.
- Facilitate meeting with Event Manager and Client about details.
- Creates event contracts and ensures the details are correct and followed.
- Collaborate with Event Manager and make sure client invoicing is correct and current.
- Meet monthly sales goals.

Manages Client Files

- Contact potential and current clients regarding inquiries.
- Meets Event Manager and reviews with client event vision and brainstorm options.
- Enters new client's information into Caterease.
- Nurtures client's trust through swift follow up.
- Keeps client informed of status/deadlines throughout planning and day of event.
- Follows up with clients after Event (events that take place M-F).
- Can explain & address questions on all client agreements.

Plan Event Details and Logistics

- Details out event timeline with Event Manager.
- Completes Banquet Event Order and reviews with Event Manager and Chef.
- Shares vendor list with client.
- Schedules and attends client tasting meeting and/or rehearsals and rehearsal dinners (M-F).
- Reviews orders of necessary event supplies with Event Manager
- Keeps events/weddings data and records current.
- Monitors the event/wedding budget, processes payments, sends out payment reminders.

Produces Event (events that take place on Monday – Friday)

- Communicates frequently with client, vendors and internal staff for event duration.
- Conducts Jumpstart/BEO meetings at the beginning of every shift

- Manages event set up.
- Walks through event details with Team Lead.
- Introduces Team Lead to client at beginning of event.
- Ensures food and beverage service is delivered as ordered.
- Keeps event spaces clean and tidy.
- Attends to client during event to ensure client satisfaction.
- Carries out event details.
- Solves issues as occur with attention to client satisfaction.
- Enters event/wedding into POS system and emails details to accounting.

Supports Investa Management

- Supports special Investa Management projects.
- Participates in strategic and operational processes of Investa Management.
- Maintains confidentiality of proprietary Company information.
- Adheres to Company Core Values and follows Company Code of Conduct.

Characteristics/Skills:

Characteristics:

- Motivated self-starter who naturally takes initiative
- Works with a sense of urgency
- Creative problem solver who thinks outside the box
- Is passionate about hospitality and customer service
- Logistics planner who is organized and attends to details with accuracy and focus
- Personable, flexible and patient when dealing with clients and team
- Tenacious work ethic, high level of integrity and sense of humor

Skills:

- Experience working in fast-paced, results-oriented team culture.
- Exercises good judgment, and resourcefulness in resolving questions or issues presented by individuals or businesses involved with the Company.
- Excellent listening, written and oral communication skills with proficiency in the English language.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Preferred experience in: Catering and Publishing.
- Writes clear and professional business correspondence.
- Ability to present information effectively and to respond correctly to questions from all persons involved in Company business.

Working Conditions / Requirements

- Expected hours: Monday – Friday 9am-5pm and Signature Events.
All times subject to change based on parties scheduled
- Work is performed in office setting and event venue.
- Ability to work in a standing position for long time periods for events.
- Bachelor's Degree Preferred

Note:

This job description represents the minimum duties required to perform the position outlined in this document. The duties listed are aligned with the current business objectives of Cedar Lake Cellars, and are subject to change based on future business needs and/or requirements.

All candidates agree to complete an assessment for selection.

Cedar Lake Cellars and Investa Management is an equal opportunity employer.