

Company: Beechwood Hospitality, LLC, DoubleTree Suites by Hilton-Bentonville

Job Title: Director of Catering

Essential Functions:

- Event Planning with all Catering aspects of the hotel.
- Solicit new and existing accounts to meet/exceed revenue goals through telephone solicitation, outside sales calls, site inspections and written communication.
- Prepare correspondence to customers, internal booking reports and file maintenance.
- Participate in daily business review meeting, BEO Meeting, and other catering sales related meetings as required.
- Work with other departments within the hotel to provide quality service to customer.
- Attend community/social events and industry meetings.
- Entertain and maintain relationships with event planners to solicit business for the Hotel.
- Develop/maintain knowledge of market trends, competition and customers.

Supportive Functions

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the hotel:

- Professionally represent the hotel at all industry/community functions.
- Participate as a team player with all departments.
- Assist with reports and/or competition data collection.

Skills & Requirements

- Minimum of 1 year of previous experience in sales
- Experience in food service industry, event planning, or catering preferred
- Problem solve in a quick and efficient manner
- Outstanding organizational skills with the ability to manage multiple projects in a fast-paced work environment and deliver on key milestones
- High competency level on computer and software skills compatible with job responsibilities
- A good team player, enthusiastic and willing to do whatever it takes to get a job done effectively and on time
- Strong attention to detail, highly entrepreneurial, creative, open-minded, persistent, and highly collaborative