

TERMINAL CITY CLUB

POSITION POSTING

CATERING SALES

ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club, is seeking a Full-Time team member for Catering Sales. As Catering Sales, you will build catering revenue, while continuously focusing on the needs of Members. While supporting the daily operations of the department, you will collaborate with other departments to ensure uncompromised service to Members and Guests. You will assist in the implementation of Catering Sales initiatives aimed at attracting new business while maintaining relationships with existing clients.

Terminal City Club has 11 meeting spaces, 2 ballrooms, 2 restaurants, 1 pub, 1 wine and cocktail lounge, 6 billiards tables, 3 squash courts, a four-lane 25-meter swimming pool, a state-of-the-art fitness centre and licensed patios on four levels of The Club with sweeping views of the North Shore mountains. Our Members and Guests are the backbone of our organization, and we strive to uphold and enhance the tradition of service on which the Club was founded in 1892.

JOB RESPONSIBILITIES

- Develop and implement new Catering sales opportunities; build Catering revenues while focusing on the needs of Members
- Daily administrative duties for functions sheets and event orders
- Work closely with the Kitchen Department and Banquet team to ensure service standards are maintained
- Booking and confirmation of Catering events for Members and Guests
- Ensure timely communication with Members, clients and internal teams
- Manage corporate and social bookings while balancing the workload of the Catering team
- Attend operational meetings to discuss operations, events, programs, staffing, scheduling, etc.
- Create social media content to promote Terminal City Club

REQUIRED SKILLS AND EXPERIENCE

- Previous sales experience within the luxury hospitality market preferred
- Demonstrated experience in similar customer service position ideal
- Excellent communication skills both verbal and written; multilingual abilities an asset
- Self-starter with strong leadership and interpersonal skills
- Professional, responsible, results oriented and energetic
- Skilled with the use of Microsoft Office; familiar with internal systems (Jonas; CaterEase) an asset
- Strong social media skills (Instagram, Twitter, Facebook, LinkedIn, etc.)
- Available to work weekends and evenings as required

HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to Megan Powell: mpowell@tcclub.com

We thank all applicants for their interest. Only those being considered will be contacted.