

ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and Canadian Society of Club Managers '2020 Club of the Year', we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Our team of service professionals take care of our members and in turn, we take care of our team. For our employees, we thrive in a team oriented, member-first environment, offering competitive wages, extended benefits & pension, Club Fund bonus, staff events, development opportunities, hot meals daily, easy access to transit and more! If this sounds like a place you would like to be a part of, this opportunity may be for you.

As the Catering Sales Manager, you will support the daily operations of the department. You will collaborate with other departments to ensure uncompromised service to the Club's members and guests. As manager, you will assist in the development and implementation of catering sales initiatives aimed at attracting new business while motivating and developing your team. This is a full-time temporary Maternity Leave coverage position.

JOB RESPONSIBILITIES

- Manage day to day operations of the department including but not limited to:
 - Leading weekly meetings, creating and distributing the agenda, taking and distributing meeting minutes
 - Ordering office supplies
 - Working with department heads in place of the Director of Catering when they are unavailable
- Build Catering revenues while focusing on the needs of Members
- Work closely with the Executive Chef and Banquet Manager/Supervisor to ensure service standards are maintained
- Ensure timely communication with members, clients and internal teams
- Manage corporate and social bookings while balancing the workload of the Catering team
- Able to inspire and motivate the team through effective performance management
- Attend operational meetings to discuss operations, events, programs, staffing, scheduling, etc.
- Create social media content to promote Terminal City Club
- Organize CaterEase booking system, taking leadership of booking Club events and statutory holidays

REQUIRED SKILLS & EXPERIENCE

- Previous sales and leadership experience within the luxury hospitality market
- Demonstrated experience in similar management position ideal
- Excellent communication skills both verbal and written; multilingual abilities an asset
- Self-starter with strong organizational 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

HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to: Jitender Banga at hr@tcclub.com. We thank all applicants for their interest; those being considered will be contacted. Successful candidate(s) will be required to show proof of vaccination, subject to accommodation based on Human Rights legislation.