

ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and one of Boardroom Magazine's 'Distinguished Clubs' with 'Iconic' status, 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.

JOB RESPONSIBILITIES

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. In this role, you will:

- Assist in the development and implementation of Catering sales initiatives aimed at attracting new business
- Manage the day-to-day operations of the department, including but not limited to:
 - Leading weekly team meetings, creating, and distributing the agenda, taking, and distributing meeting minutes
 - Ordering office supplies
 - Leading and mentoring staff
 - Working with Department heads in place of the Director of Catering when they are away or unavailable
- Build Catering revenues while focusing on the needs of Members
- Work closely with the Executive Chef and Banquet Manager to ensure service standards are maintained
- Ensure timely communication with members, clients and internal teams via phone and email
- Manage corporate and social bookings while balancing the workload of the Catering team including general catering inbox
- Attend operational meetings to discuss operations, events, programs, staffing, scheduling, etc.
- Create and post social media content to promote Terminal City Club
- Organize CaterEase booking system, taking leadership of booking Club events, and statutory holiday

REQUIRED SKILLS & EXPERIENCE

- Previous leadership experience within the luxury hospitality market preferred
- Demonstrated experience in similar management 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.)

HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to: Megan Powell, Director of Catering at hr@tcclub.com

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