

ABOUT THE CLUB

The Terminal City Club is 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.

As Catering Sales, you will support the daily operations of the Catering department. You will collaborate with other departments to ensure uncompromised service to the Club's members and guests. You will assist in the implementation of catering sales initiatives aimed at attracting new business, while also maintaining relationships with existing clients.

JOB RESPONSIBILITIES

- Booking and confirmation of catering events for members & guests, specializing in weddings
- Develop and implement new wedding opportunities; build wedding and catering revenue
- Schedule and facilitate corporate and wedding tours
- Create relationships with members, providing them with a personalised experience
- Create relationships with wedding couples: assisting with menu development and aiding in budget and timeline planning
- Onsite presence during events to oversee tasks such as vendor synchronization, assisting in ceremony and grand entrance timing
- Keep track wedding goals and targets
- Daily administrative duties, as required for functions sheets, and event orders
- Work closely with the kitchen department and banquet team to ensure service standards are maintained
- Ensure timely communication with members, clients, and internal teams
- Create social media content to promote Terminal City Club Weddings and events, liaising with the Marketing and Events Coordinator

REQUIRED SKILLS & EXPERIENCE

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

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.