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Sales and Catering Manager – Remote

Description

Are you a dynamic and motivated sales professional with a passion for hospitality? We're looking for an enthusiastic Catering Sales Manager to join our team! You will play a pivotal role in marketing, advertising, and promoting our hotel's exceptional catering and hotel room services. Your responsibilities will include soliciting business for events, providing outstanding catering and banquet services, and ensuring top-notch client servicing. Maximize our banquet and meeting spaces to exceed goals, and seamlessly communicate group sales requirements to our operations team, all while upholding the mission and values of the Red Lion Hotel & Conference Center Pasco.

Responsibilities

As a Regional Hotel Sales Manager for Eternal Hotels you would be responsible for representing the hotels services and facilities to prospective clients and customers in the companies hotel portfolio continuing effort to deliver outstanding guest service and financial profitability and working with prospective clients and customers who need to rent rooms, meeting space, food and beverage service, etc.

- **Strategic Planning:** Collaborate with management to develop and update the hotel-level business plan, contributing to sales goals and strategies that align with our company's vision.
- **Client Relationship Building:** Foster and maintain strong relationships with existing clients to drive group and convention business, covering room sales, food and beverage sales, and catering/banquet services.
- **Sales and Marketing:** Create and implement tactical sales and marketing plans to support system-wide sales strategies and programs.
- **Promotion:** Market, advertise, and promote the hotel's catering capabilities to increase catering profits.
- **Event Coordination:** Efficiently complete Banquet Event Orders (B.E.O.s) for all meeting and catering functions.
- **Prospecting:** Seek out new clients by setting up appointments and performing inside and outside cold calls, meeting solicitation goals.
- **Networking:** Represent the hotel at networking functions such as luncheons, chamber events, and community/business receptions.
- **Timely Response:** Address all sales inquiries and voicemails by the next scheduled business day.
- **Policy Compliance:** Adhere to all department, hotel, and company policies and procedures.
- **Versatility:** Take on additional tasks as needed, showcasing your ability to adapt and excel.

What will I be doing?

- Respond to sales inquiries from potential clients and customers seeking sleeping rooms, meeting space, food and beverage services, etc.
- Initiate new sales, prospects and qualifies leads and solicits potential clients

Eternal Hotels, LLC

Eternal Hotels LLC

Employment Type

Full-time

Beginning of employment

Open until filled

Duration of employment

Year Round

Industry

Hospitality

Job Location

2525 N 20th Ave, 99301, Pasco, WA, USA

Remote work from: USA

Working Hours

Monday – Friday 8:30am – 5pm (PST)

Date posted

May 14, 2025

Valid through

30.05.2025

- Host and entertain clients and maintain client accounts
- Conduct property site visits and answer questions
- Determine rates, prepare proposals, negotiate contracts, service accounts and analyze lost business for the hotel(s)
- Develop sales plans and strategies to meet or exceed established revenue and room night goals
- Partner with operations departments to ensure full participation in servicing accounts

Qualifications

Required Education and Experience

- Position requires at least 3 years of hotel sales management experience plus a Bachelors degree in related field or equivalent work experience.
- **Prior experience with PMS Opera and CRM STS preferred.**

Job Benefits

Here are some perks you can enjoy when joining our team

- Career growth & development
- An employee discount & travel discount program
- Recognition and rewards programs
- Medical, Dental, Vision insurance
- Paid Time Off
- Quarterly bonus incentives
- And so much more

Position pays \$55K-60K base per year, plus a 20% bonus plan for total annual compensation at \$66K-\$72K per year.

Base Salary

\$ 55,000 - \$ 72,000

Contacts

Additional Information

All your information will be kept confidential according to EEO guidelines.

An Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.