



April 13, 2010

**Catering Consultant**  
**Regina Inn Hotel & Conference Centre, Regina, Saskatchewan**  
**Full-time, Permanent**

**ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!**

**What's In It for You?**

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

**We are looking for a Catering Consultant at Regina Inn Hotel in Regina, SK.**

In the role of Catering Consultant, you will assist the Catering Department in increasing revenues for the hotel while maximizing customer satisfaction in all phases of group meetings and banquet functions. You will work closely with the Catering Manager to ensure the goals of the department are met.

**Duties & Responsibilities:**

- Plan, upsell and detail the meeting/function with the client - including space requirement, times, equipment, menus, billing instructions - and submit the appropriate proposal/contract for signature.
- Proactively solicit, negotiate and book new and repeat business, and close the sale using appropriate selling technique.
- Utilize the Yield Strategy, along with the Catering Manager, to ensure proper rate quoting and room block allotment.
- Handle bookings from Sales Managers
- Conduct professional site visits and client meetings, as necessary.
- Check the availability of catering and room space for leads.
- Work with and communicate to the Catering Team, Sales Managers and Regional Sales Team all business booked and groups bidding on to ensure future bookings.
- Qualify future business of all solicitations and bookings.
- Work with the Catering Manager to coordinate strategies, promotional campaigns, and collateral to increase business during soft periods.
- Participate in pre-convention meetings, training and other sales-related functions.
- Participate as a team player with all departments within the hotel to provide quality service to internal and external customers.
- Build loyalty to all SilverBirch Hotels through the Quest Referral Program and promote Traveller's Reward Guest Frequency Program.
- Professionally represent the hotel at industry/community functions.
- Perform other duties as assigned.

**Preferred Education & Qualifications:**

- High School Diploma
- Previous Sales/Catering, Event Planning or Administration experience in the Hospitality industry an asset
- Proficient in Microsoft Word, Delphi and/or related catering/sales programs
- Exceptional interpersonal, communication, and organizational skills



- Motivated, positive individual with a professional image who works well both independently and within a team
- Detail oriented with good problem resolution skills and a demonstrated ability to multitask
- Ability to prioritize and meet all deadlines and capable of working under pressure
- Experience in setting and meeting achievement oriented goals and standards
- Excellent problem and conflict resolution skills
- Demonstrated professional telephone courtesy skills
- Has an understanding of exceptional customer service and implements it on a daily basis
- Flexible availability to meet the schedule of clients is required

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

**Apply by April 30, 2010 to:**

**Karen Stewart**  
**Manager, Human Resource Services**  
[Reginaincareers@silverbirchhotels.com](mailto:Reginaincareers@silverbirchhotels.com) or fax 306-352-1858  
[www.silverbirchhotels.com](http://www.silverbirchhotels.com)

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