



July 13, 2010

**Catering Consultant  
Saskatoon Inn  
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 The Saskatoon Inn Hotel and Conference Centre.** In the role of Catering Consultant you will maximize hotel revenue by seeking out, identifying and fully qualifying hotel group and catering business. Creating raving fans by providing efficient and courteous service through anticipating guest needs, delivering WOW plus one experiences

**Duties & Responsibilities:**

- Responsible for the day-to-day negotiation of prices with clients (telephone and walk-ins) for catering functions, social events, conferences as well as guest rooms and all aspects pertaining to each Client file.
- Contributes to overall strategic plans, goals, and initiatives of the Sales & Catering Department
- Ability to focus on customer satisfaction, deliver internal guest communication & understand revenue mgmt
- Handle the execution of all groups with regards to food & beverage, audiovisual, & room blocks
- Plan, up-sell and coordinate the details of the event with clients, including space requirements, function times, equipments, menus, billing instructions, and the appropriate proposal and/or sales contract for signature
- Promote hotel through direct sales calls, telephone calls and mailings; utilizing situational selling & prospecting skills and techniques in all facets of the position
- Prepare weekly banquet event orders for incoming catering client's and prepare proposals for potential clients and repeat business
- Conduct site meetings with clients, and attend and/or assist hotel functions when needed
- Take initiative to anticipate and exceed guest's expectations
- Follow up on guest satisfaction and share this information with the entire team
- Achieve catering profit goals by ensuring that negotiated function prices are in line with hotel profit objectives
- Coordinate credit for catering customers with the Controller and accounting associates
- Adheres to sales and catering policies & procedures; including Net Delphi processes
- Other duties and projects as required

**Preferred Education & Qualifications:**

- Knowledge of Saskatoon, Hotel and Tourism industry
- Previous Catering & Sales Experience an asset
- Professional, confident & dedicated customer service skills, strong communication & problem solving skills
- Capable of working under pressure, remains flexible in a dynamic work environment
- Strong time management & organizational skills
- Exceptional computer skills

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 July 22, 2010 or contact us at:**

**Kristin Buckmaster  
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www.silverbirchhotels.com**

SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.