



July 9, 2010

**Sales & Catering Consultant
Quality Hotel, Grande Prairie
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 **Sales & Catering Coordinator** at the Quality Hotel in Grande Prairie, AB.

Duties & Responsibilities:

- Ensures smooth operation and organization of the sales and catering initiatives within the hotel
- Preparation of proposals, contracts, and client follow up
- Seek new prospects and target lists, coordination of sales blitzes and client service events
- coordination of new projects in the solicitation of new business
- Compiles and manages databases for promotional mailings
- Coordinates meeting room booking procedures, conducts site inspections etc...
- Coordinates meeting room set up and catering functions
- Telephone inquiries regarding servicing customers, account qualifying etc...
- General office administration including, filing, motoring and replacement of collateral, etc...
- Professionally represents the hotel at industry/community functions and trade shows when necessary
- Utilizes the Yield Strategy Worksheet (4Tell) to ensure proper rate quoting and room block allotments
- Account Production Reports for NSN (National Sales Network)
- Past, Lost, Turned Down & Cancelled Reports
- Completion of Weekly Productivity to be given to the General Manager
- Follow up on all functions within 72 hours of the event
- Maintaining & Processing of all Billing for functions
- Performs other related duties as assigned

Preferred Qualifications:

- Previous Administration or Sales experience an asset
- Efficiency in various web based and window programs
- Extreme Attention to Detail & Superior Customer Service Skills
- Highly Motivated, works well individually as well as in a team environment
- Knowledge of Delphi preferable

This individual will:

- Be able to integrate many activities in order to achieve results
- Be a team player
- Take charge and is independent worker, who prefers to work in busy environments with great attention to detail. Must have excellent communication 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! Deadline for applications: July 23, 2010

Apply or contact us at:

Karen Socha
Human Resources Manager
(780) 830.7222
ksocha@silverbirchhotels.com

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