



August 17, 2010

**Sales & Catering Consultant
Quality Hotel Fort McMurray
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 Consultant at the Quality Hotel Fort McMurray, Alberta. In the role of Sales & Catering Consultant, your responsibilities will be to provide efficient and courteous service to all clients and maximize room & catering revenues by assisting in the sales & coordination of activities in the Sales & Catering Office. in accordance with the standards of SilverBirch Hotels & Resorts.

Objective:

To achieve hotel revenue, profit and customer satisfaction goals, by negotiating group business and coordinating the execution of the business with other departments. To assist the team in various sales and marketing initiatives at the Quality Hotel Fort McMurray.

Desired Qualifications:

- Previous hotel sales experience an asset
- Personal vehicle required
- Proven inter-personal skills.
- Motivated individual who works well both independently and within a team.
- Well-developed written communication skills.
- Flexibility to travel occasionally

Duties and Responsibilities:

- Filing, monitoring and replacement of sales files, collateral, sales office supplies, etc.
- Preparation of proposals, contracts, block space, and follow up with regard to room block justification.
- Plan and implement projects as assigned relating to revenue management, sales and marketing, etc.
- Establish yourself as an effective liaison for the staff and management and marketing practices.
- Proactively generates by contacting and servicing group segment providers by maximizing prime selling hours, sales solicitation and achieving sales calls(in-house & out) minimum requirements.
- Have a good understanding of group segment providers requirements, as well as the hotels strategy for this segment.
- Have intense knowledge of QHFM including selling benefits and overcoming obstacles as well as intense knowledge of competitive set and what strategies to use to overcome any competitive strength they may have.
- Responsible for the day to day negotiation of prices with clients(telephone and walk-ins) for catering functions and meeting rooms as well as guest rooms and all aspects pertaining to each client file. (On going learning process).
- Promote hotel through direct sales calls, telephone calls and mailings.



- Coordinate group bookings with Front Desk and F&B Outlets to ensure clients needs are being met.
- In conjunction with DOS & Catering Manager, prepare weekly contracts for incoming client's and prepare proposals for potential clients.
- Attend and assist in hotel functions when needed.
- Developing relationships with key contacts .
- Coordinating with operational departments on your groups prior to and while in house.
- **Effective use of the Great Canadian Meeting Experience Standards**
- Participates in relevant tradeshows and promotional events, and conducts presentations with the hotel and travel industry.
- Conducting site inspections for clients.
- Compiles and manages database for promotional mailings and sales blitzes.
- Coordinates & assist with sales efforts, including following meeting room booking procedures, tracking payments, compiles and analyzes reports relating to wash factors, lost business, cancellations, production reports, participates in sales blitzes, group sales conferences, etc.
- Coordinates with catering department on any F&B requirements

Preferred Education & Qualifications:

- Minimum 1 year in related field experience.
- Hotel experience preferred but not required
- Flexible and energetic with the ability to work under pressure.
- 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!

Apply by August 23, 2010, contact us at:

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www.silverbirchhotels.com

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