

Haverhill Golf & Country Club , Haverhill ma.

Brief Job Description

Promotes the club's catering facilities for private banquet, business and social meetings, and other member-related activities. Develops contracts for and oversees all administrative and operational aspects of preparing and serving events. Works with banquet and other F & B departments to assure that the guest's expectations are exceeded.

Job Tasks (Duties)

- Helps guests arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning
- Provides guest tours and offers suggestions in efforts to sell the merits of the club's facilities for the occasion being planned
- Suggests menu and helps guests plan menu in conjunction with the Executive Chef and/or other culinary personnel
- Prepares annual Master Club Calendar of Events to plan and coordinate functions throughout the year Makes appropriate date changes in consultation with all responsible department heads
- Transmits necessary information to necessary departments and conducts event planning with production
- Works with client's vendors
- Inspects finished arrangements; Will be present to oversee the actual service and greeting of guests
- Checks special function sheets against room set-up, and may help supervise service personnel if necessary
- Manages client complaints
- Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services
- Helps guests with parking, entertainment, decorations, audio/visual and any other requirements integral to events being planned
- Oversees and maintains Catering Software to ensure member and guest account information, menus, and inventory items are kept current and all catering and management staff is adequately trained to use the system
- Focuses on maintaining an accurate record of events and contact information and makes notes that will assist booking of the event in the future
- Completes event Banquet Event Orders (BEO) and ensures they are delivered in a timely and accurate fashion. Ensures that Pop-up's are sent out immediately upon booking
- Manages all deposits and final payments
- Coordinates Club events in a fiscally responsible manner. Is hands-on in working all events, as necessary. When booking large events, is on hand at the beginning of the mealtime or as long as needed to facilitate details
- Help as needed in all F & B outlets
- Maintains an accurate historical file for all Club events

Reports to the Clubhouse Manager

Supervises All function Staff

Candidate Qualifications

- The ideal candidate will have at least three years catering sales experience preferably working at clubs or other hospitality organizations.
- Proven wedding and event management experience
- Impressive portfolio of previously managed events
- Must have sales, negotiation, and closing skills
- Must be creative, enthusiastic, and flexible
- Must be customer focused with attention to details
- Strong interpersonal and communication skills
- A solid relationship builder who is polished and professional
- Read, write and speak English fluently
- Computer proficient with knowledge of Jonas, Excel, Microsoft Office, Publisher
- Knowledge of Jonas Catering Software
- Must be able to work a flexible schedule including nights, weekends and holidays as necessary

Educational Requirements

Bachelor's degree or equivalent experience in hospitality, business management, or a related field preferred in lieu of a degree 3-5 years club or hotel experience

Date Position Available

Immediate

Other Benefits

Great base salary plus commission and bonus, commensurate with experience

Additionally:

Health insurance

Paid time off

Please send resume and cover letter to Ms. Lorelei Judge Clubhouse manager at ljudge@haverhillcc.com