



HARVARD CLUB OF BOSTON

Catering Sales Manager

Seeking a hospitality professional with strong communication and organizational skills who greatly enjoys the process of planning and executing successful events in a high-end venue. Attention to detail, teamwork and ability to multi-task in a fast-paced environment are of the utmost importance.

- Sell, Coordinate and Manage Corporate and Social Catering events including Weddings for both members and non-members of the Harvard Club of Boston
- Provide overall direction and continuous evaluation of catering events to ensure complete client satisfaction
- Organize and plan all details of the client's needs including food and beverage needs, room layout and offer suggestions for entertainment and decor
- Create and distribute clear, timely and concise Banquet Event Orders to all departments which detail the clients' specific requests
- Meet with clients, conduct property tours and participate in industry events to promote the club and services
- Manage existing client relationships and groups and continuously work to establish new clients and relationships
- Work very closely with the culinary team, beverage department and the banquet staff to ensure all aspects of events are executed properly
- Manage the Audio-Visual Needs of each client and communicate closely with our Audio-Visual Director
- Partner with outside agencies and organizations to generate new business for the Harvard Club
- Work closely with the Accounting Department post-event to ensure all charges for each event are accurate and the client is billed properly and in an efficient manner
- Work with catering team to achieve financial goals
- Other duties and projects as assigned per the Director of Catering

Requirements include:

- A minimum of 3-5 years of catering sales experience
- A thorough knowledge of the practices and procedures of the catering, food & beverage and hospitality industry
- Effective written and verbal communication skills
- Strong time management skills and the ability to work effectively under time constraints
- Computer Skills Including but not limited to: MS OFFICE - Word, Excel, PowerPoint, Outlook, Northstar, Social Tables.

Please email resume to: larmetta@harvardclub.com