

LA MON

HOTEL & COUNTRY CLUB



We are currently recruiting for a Sales and Events Executive to join our growing sales team at La Mon Hotel and Country Club.

Based in modern and contemporary surroundings you will be required to contribute to the hotels success. You should have a dynamic, personable nature, can do attitude and an eye for detail.

You will know and understand what it means to deliver amazing hospitality and will thrive on the challenge of always surpassing our customers and guest's expectations. You will be expected to achieve a level of service through the constant monitoring of our established brand standards. As a result you should be highly attentive to detail and be capable of delivering consistent standards. In this type of industry teamwork is key. You should be able to be a strong team player willing to lend a hand wherever needed.

Why choose us?

We work towards the highest levels of guest satisfaction; as such you will be part of an award winning team who deliver amazing hospitality consistently. If you are truly passionate about a career in hotels then we want to hear from you.

Job Description: Sales & Events Executive

Permanent Position

Salary: Based on Experience

Closing date of applications: Wednesday 22nd May 2019

To be successful in your application for the position of sales and events executive you must possess the following

Essential Criteria:

- Minimum of 2 years' experience within hospitality sales & events environment.
- Experience of site visits, booking and managing event details from start to finish.
- Flexible working hours & ability to work weekends and evenings.
- Driver's License.

Sales & Events Executive Job Purpose:

To develop and co-ordinate new and existing business within La Mon Hotel & Country Club.

Sales Executive Job Duties:

- Promote La Mon Hotel & Country Club as a wedding venue, conference & events destination, festive destination and private dining venue.
- Co-ordinating events with clients and surpass customer's expectations.
- Showcase La Mon with customer show-arounds, telephone up-selling and communicate with customers on a regular basis to develop a relationship.
- Reporting directly to the sales & events manager. Contribute to sales team targets and work within a busy sales and events environment.
- Communicate with Hotel Heads of Departments ensuring the efficient delivery of client events.
- Preparing reports by collecting, analysing, and summarizing information.
- Delivering a quality 4 star service by representing La Mon's brand.

Preferred Attributes: Good presentation skills, excellent communication skills, ability to multi-task, comfortable within a busy sales office environment, good prospecting skills, creative and uses initiative.

Please Email CV's To: Megan Beverland, Sales Manager.
Email:megan@lamon.co.uk