



CATERING + EVENT SPECIALIST: SALES

Schedule: Full-Time/Salary

Department: Administration

Salary Range: Based on Experience

Benefits: 401K, Paid Sick Days, Vacation Time, Commission, Health, and Dental Insurance

General Purpose

A Catering + Event Specialist with a primary focus on sales is responsible for developing and executing strategies to meet and exceed sales goal expectations, servicing social and corporate clients throughout Southern California in conjunction with their counterpart in production.

Essential Duties and Responsibilities

Uphold the high standards of 24 Carrots' handbook and policies

Uphold 24 Carrots core values: Collaboration, Trustworthy, Dedication, and Service Excellence

Prospect and actively solicit all types of new catering business through various methods, including cold-calling, attending industry & community networking events, referrals, office visits, etc.

Pursue, develop, and maintain client relationships through networking and prospecting, ensuring that prospects are converted to clients, and clients' expectations are met through effective communication, planning and customer service

Establish and maintain relationships with industry influencers and key community and strategic partners for maximum exposure

Ensure all inquiries and leads are responded to in an enthusiastic and timely manner

Provide excellent customer service and expertise to clients, supporting them from initial inquiry through menu and event development during the proposal and negotiations stage, ensuring customer satisfaction and retention

Conduct tastings and site tours for social/wedding/corporate events prior to event booking

Attend events day-of as needed to further client relationship and ensure customer satisfaction

Qualifications

Professional, enthusiastic, responsible, and dependable team player

Highly organized with meticulous attention to detail

High level of personal hygiene

Current California Food Handler's card required

Ability to plan, service and supervise a variety of events with the assistance and cooperation of other staff members

Strong computer skills that include proficiency with MS Office and Google applications, Catering and CRM software

Education and/or Experience

College degree in Business Administration, Marketing, Management, Hospitality or another business-related field. Bachelor's degree preferred.

Minimum 5 years of experience within the hospitality industry that includes quantifiable success in a sales role.

Prior experience with reaching sales goals and objectives.

Comprehensive knowledge of off-site catering, event production and operations, including coordinating small and large-scale events, pre-event planning, vendor management, on-site logistics and event execution

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; walk; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Please email resume and cover letter to careers@24carrots.com