



Job Description:

The Huntingdon Manor is currently seeking a Sales and Events Coordinator to join our team. The Sales and Marketing Coordinator plays a central role in the sales and catering department, by being the liaison between the hotel and clients as well as coordinating in-house events and meetings. This position also includes general tasks such as, but not limited to: sales calls to prospective clients, attending trade shows and social events, filing and database management, event coordination between departments, and providing outstanding service to guests in a personalized and professional approach.

Job Type: Full-time

Salary: \$40,000.00 to \$42,000.00 /year

Key Responsibilities:

- Promoting the hotel as a venue for weddings & events at related trade shows
- Assist in prospecting and soliciting of new accounts for business growth
- Conduct sales calls to prospective clients
- Build relationships with new clients and foster relationships with existing ones
- Coordinate and conduct site visits of the venue
- Respond to requests for proposals for small meetings/events including set-up, food and beverage, rooms and audio visual needs
- Plan and coordinate meetings/events with the other departments to meet quality expectations of the client and hotel
- Work closely with other departments to ensure that all aspects of the event have been addressed effectively and serviced both clients and hotel needs
- Handle the preparation of Event Orders and ensure they are distributed in a timely fashion
- Anticipate guest needs and ensure that service meet and exceeds expectations
- Create, inspect and monitor room layouts for each event
- Follow up with client to gauge satisfaction within three days of the event
- Propose new ideas to improve the event planning and implementation process
- Represent the Huntingdon Manor and Pendray Inn and Tea House at business and hospitality related meetings and functions.
- Perform other related duties as assigned by management

Key Requirements and Skills:

- University degree or 3-year diploma in Tourism/Hospitality or relevant industry
- Minimum 2 years' experience in hospitality
- Excellent communication and interpersonal skills
- Ability to work in a team environment
- Ability to work evenings and weekends when required

- Self-motivated, strong work ethic, and proactive
- Ability to work with minimal supervision
- Experience with Maestro, or other PMS an asset

The Huntingdon Manor is pleased to offer its eligible staff: medical and dental benefits, parking upon availability, and complimentary daily lunch.

Please email resumes to: Julia Canton, or, apply in person at 330 Quebec Street, Victoria.