



Banquet Sales Coordinator

Bartlett Park District

Contact Name: Judith Kopka

Contact E-mail: jkopka@bartlettparks.org

Contact Phone: 630-540-4811

Closing Date: 2018-02-26

Salary: \$35,000 - \$42,000/year

Description:

Primary Duties

- Identify new leads and generate sales for increased business.
- Book and schedule banquets, meetings, golf outings, and all events at Villa Olivia.
- Coordinate and oversee banquet arrangements, golf outings, and other types of events/parties.
- Respond to requests from customers on their needs, or any additional special needs.
- Responsible for marketing to include wedding shows, on-line presence, and social media.

Qualifications

- Associate's degree from an accredited college or university with major course work in sales, hospitality management, business, or related field.
- Minimum of three years in sales.
- Or any equivalent combination of education, experience and training is required.
- Must have strong computer skills and excellent communication skills that focus on customer service.
- The successful candidate must be able to project a professional appearance.

How to Apply

Please apply on-line at www.bartlettparks.org under the Employment tab.