

## Catering & Events Manager Jobs In Sharjah | Rotana Hotel Management Corporation

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Company: Rotana Hotel Management Corporation

Location: sharjah

Category: other-general

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As a Catering & Events Manager you are responsible to oversee day to day sales efforts of Catering and Events department with specific responsibilities for directing sales, training and maintaining systems in view of achieving the departmental and hotel targets, whereby your role will include key responsibilities such as:

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Responsibilities

Monitor Event production and adjust activities, to achieve planned goals

- Plan, establish goals, and administer Events Office function to deliver qualified leads
- Develop active communication and close rapport with Rotana Sales Offices and other sources of sales / Events information & support
- Maintain timely and responsive communication with all accounts and prospects
- Handle all incoming group & banquet leads generated, jointly with the concerned sales division including all communication, negotiation and contracting required
- Assess group business to maximize contribution from available public space, generating room revenues whilst achieving banqueting budgets

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Requirement

- Yield all leads prior to the offer letter being sent out, in terms of, venue assigned or rates offered

– especially in an area set up

- Ensure that Sales and Catering PMS is well managed, maintained and updated as per company policy & standards

- Ensure all Group's & Events are handled as per the policy and company standards

- Determine the discount rates & percentages, along with the Rev Res Managers and communicate negotiation currencies with all sales divisions

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