

Peachtree

Job Description | Sales Manager

Company Name: Peachtree Catering and Events

Relationships: Reports directly to the Owner/Director of Sales. Is supported by sales coordinators

Position Summary:

The Sales Manager is responsible for creating a presence that is consistent with the mission of Peachtree Catering and Events. The Sales Manager oversees sales and solicits new business for the company. She/he/they will handle all incoming leads (phone, internet, word of mouth). This position is responsible for researching, designing, planning, coordinating, and evaluating events. In addition, they continuously develop and implement plans for marketing of catering and planning services to expand the company's reach. Utilizing the company's 30-plus years of experience in off-site catering and its 12 years of experience managing its exclusive venues, the individual would be expected to find the symbiosis in these two areas and attempt to grow the on-premise event portfolio.

Please apply and submit your resume at peachtreecatering.com/careers

Responsibilities:

- Actively solicit and cultivate new business to grow sales through internal marketing team and industry connections
- Lead development and follow through, generation and delegation of events
- Develop, implement, and monitor standards of service to ensure high quality of product and service is consistent and maintained
- Regularly evaluate all services offered and determine means by which to upgrade the quality of Peachtree's catered events and any other of its products
- Work closely with clients to ascertain desired services and suggest various ways to achieve desired results; follow through on key information learned during the sales process
- Develop proficiency with Reserve Interactive/INFOR software platform and prepare proposals, sales contracts, and any necessary revisions
- Maintain pricing policy and price lists for all catering events and make adjustments year over year with overall business goals in mind (through consultation with direct supervisor)
- Oversee and ensure proper billing standards for events are followed
- Work with the management team (all directors and executive chef) to determine manpower levels of events are acceptable and implement necessary changes to ensure a high level of service is upheld
- Consult with Chef as needed to develop sophisticated menus for events and recommend refinements as business demands
- Respond to customer requests for menu and event design modifications to stay on trend
- Work with Sales Team to maximize profit level of events when production of food items can "mirror" other events
- Work with Sales Team to ensure client satisfaction at all events

- Attend weekly sales meetings
- Assist the entire team as business demands

Qualifications:

- Exceptional initiative, creativity, multi-tasking, negotiating, and listening skills
- Strong written and verbal communication skills
- Self-motivated, energetic, detail and deadline-oriented, and capable of working independently, with critical decision-making and problem-solving skills
- Basic office management skills including the ability to use the telephone, computer, scanner, printer, and internet
- Ability to work extended hours which will include weekends and nights; willing to be on call when necessary
- Good interpersonal skills
- Demonstrate a professional attitude and appearance at all times

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Who we are – Stone Soup, Inc., is dedicated to setting new standards in service, cuisine, and employment experience. Our goal is to collaborate with talented hospitality professionals and offer opportunities to learn and grow within the industry. As part of that goal, we perform off-premise catering throughout the tri-state region as Peachtree Catering. Our exclusive venues include: Pomme, an 8000-square-foot contemporary clubhouse in Radnor on Philadelphia's Main Line; Parque, is a beautiful mansion in Ridley Creek State Park in Newtown Square; Portico is an enchanting venue at a Victorian mansion in Philadelphia; The Willows is an elegant venue in a scenic park on Philadelphia's Main Line. We are always in search of new opportunities. We seek inspired candidates who are passionate about food and the guest experience.