



Sales Manager - Chef's Market Cafe & Take Away

Job Title: Sales Manager

Division/Department: Catering

Reports to: Director of Sales & Event Operations

Salary Grade: Sales Level, Salary

Experience: Minimum of 2 years in Catering, Sales or Event Field. Restaurant Experience a plus.

Last Revision Date: 5/24/21

SUMMARY

Responsible for support of all sales activities in assigned accounts, venues and/or outside leads. Manage quality and consistency of product and service delivery.

PRIMARY RESPONSIBILITIES

1. Maintain sales activities for products and services to current and potential Clients.
2. Support action plans and schedules to identify specific targets to achieve sales goals.
3. Follow up with the Director on new leads and referrals resulting from field activity.
4. Set-up and attend meetings with potential and current Clients.
5. Prepare a proposal with menu options to submit to Client.
6. Confirm Menu with Client and Catering Logistics Specialist.
7. Establish and maintain current Client and potential Client relationships.
8. Accept handoff of Clients for event production.
9. Manage account services through quality checks and other follow-up.
10. Follow up with a Catering Logistics Specialist to resolve Client concerns.
11. Act as on site liaison at events for Client, Catering Logistics Specialist and Captain.
12. Communicate new product and service opportunities, special developments, information or feedback gathered through field activity to appropriate company staff.
13. Continuing education is expected from every individual on the management team.
13. Other duties are assigned as needed.

ADDITIONAL RESPONSIBILITIES

1. Follow-up for collection of payment.
2. Follow-up after the event to ensure Client satisfaction.
3. Provide continual support to the Catering Logistics Specialist Team.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.

2. Excellent computer skills with emphasis in Word, Excel & Google. Catering programs a plus.
3. Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Strong interpersonal and communication skills. Knowledge of advertising and sales promotion techniques. This is normally acquired through a combination of the completion of a Bachelor's Degree and two plus years of sales, marketing or design experience.
4. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
5. Work requires significant local travel to current and potential Clients. This requires the possession of a valid state driver's license and personal vehicle.
6. Work requires willingness to work a flexible schedule including evenings and weekends.
7. Job responsibilities are subject to change at the discretion of the Director or the Owner.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work requires significant local travel and will require weekend and/or evening work.