



Catering Senior Sales Executive

Full-time, Commission

Position available. Posted on 9.22.16

À la Carte Catering + Event Design is an award-winning, premier caterer, featuring locally inspired menus and delicious fresh seasonal food. We serve clients in and around the Metro Washington DC area. Our associates deliver highly personalized creative services for weddings, corporate events, and social occasions and celebrations.

À la Carte is growing and is seeking a dynamic, experienced catering Sales Executive. The individual must be capable of managing their own portfolio of clients and should be conversant in catering sales, event planning and the hospitality and restaurant industry. You should enjoy collaboration with a diverse team of vibrant and talented people devoted to service excellence for our clients.

Responsibilities include:

- Contract and close business and conduct venue inspections.
- Foster community relationships to strengthen and expand the customer base.
- Advise clients on menus from our extensive library which meet their event/theme goals.
- Manage intricate business with considerable customer expectations.
- Manage a full sales cycle from inquiry to response, meetings, in-house tastings, and off-site visits and manage arrangements with your event designer and coordinator.
- Negotiate contracts to benefit À la Carte and the client, strengthening relationships with existing and new customers to enable future bookings.
- Active in sales efforts at trade shows, from prospect capture through follow-up.
- Educate and guide clients with no catering experience, manage and exceed expectations.

Requirements include:

- Work without direct supervision and with your team to fulfill our client's needs
- Capable of prioritizing and organizing work assignments
- Think clearly and objectively analyze and resolve a client concern
- Understand the "how and why" we must focus on the details

Education and experience:

- College or University graduate preferred
- Sales: 3 years
- Previous sales, event planning, restaurant, catering, hospitality, and formal dining experience a must
- Understanding menu development and planning, industry terminology
- Experience with Caterease™, Total Party Planner™ or other catering software is a major plus
- Proficiency with Microsoft Word, Excel, and Outlook is required as well as experience in social media

Benefits:

- Salary: Commensurate with Experience
- Commission
- Medical Plan
- Paid Time Off
- Great Food