



MINTAHOE

CATERING & EVENTS

SALES CONSULTANT

FULL-TIME POSITION WITH EXCELLENT BENEFITS
FLEXIBLE AVAILABILITY REQUIRED (INCLUDING EVENINGS AND WEEKENDS)
LOCATION: CORPORATE OFFICES | REPORTS TO: DIRECTOR OF SALES

RESPONSIBILITIES

- WORK WITH CLIENTS FROM PROSPECTING AND NETWORKING THROUGH INITIAL CLIENT CONTACTS AND EXECUTING NECESSARY DUTIES TO ENSURE A SUCCESSFUL EVENT THAT MEETS CLIENT'S STANDARDS
- PROSPECT NEW CLIENT BUSINESS THROUGH NETWORKING AND ACTIVE PARTICIPATION IN PROFESSIONAL ORGANIZATIONS & TRADE SHOWS
- INITIATE DIRECT CONTACT WITHIN 24 HOURS TO EACH LEAD INQUIRY
- PROVIDE OPTIMAL SERVICE AND FOLLOW-UPS TO CLIENTS
- COMMUNICATE EFFECTIVELY UTILIZING ALL OF THE TOOLS PROVIDED BY MINTAHOE INCLUDING CLIENT, INTERDEPARTMENTAL, OUTSIDE VENDOR & VARIOUS OTHER COMMUNICATIONS ESTABLISHED BY MINTAHOE MANAGEMENT
- ATTEND EACH EVENT YOU SELL IN ACCORDANCE WITH COMPANY GUIDELINES
- ADHERE TO ALL MINTAHOE POLICIES AND PROCEDURES INCLUDING, BUT NOT LIMITED TO, THOSE RELATED TO MEETING CLIENTS EXPECTATIONS AND REPORTING ON THE RESULTS OF YOUR CONTACTS
- MANAGE OPERATIONS, BUDGET PLANNING, AND ADMINISTRATION AND IMPLEMENTATION OF SHORT AND LONG RANGE PLANS
- PROVIDE MINTAHOE MANAGEMENT WITH MARKET INTELLIGENCE YOU ACQUIRE (i.e. INDUSTRY TRENDS, BUSINESS OPPORTUNITIES, COMPETITOR ACTIVITIES, ETC.)
- PERFORM OTHER RELEVANT DUTIES AS REQUIRED AND ASSIGNED BY DIRECTOR OF SALES AND VICE PRESIDENT OF SALES

REQUIREMENTS

- BACHELOR'S DEGREE IN HOSPITALITY OR SIMILAR DEGREE
- 3+ YEARS OF CATERING SALES FOR WEDDINGS, SOCIAL OR CORPORATE EVENTS
- SOLID COMPUTER SKILLS INCLUDING MICROSOFT OUTLOOK, EXCEL AND WORD
- CATERING/HOSPITALITY SOFTWARE EXPERIENCE PREFERRED
- OUTSTANDING WRITTEN AND VERBAL COMMUNICATION SKILLS
- MUST HAVE STRONG INTERPERSONAL SKILLS TO WORK WITH CLIENTS AND MINTAHOE PERSONNEL
- EXCELLENT ORGANIZATIONAL, DECISION-MAKING AND EVENT MANAGEMENT SKILLS
- MUST BE ABLE TO WORK UNDER PRESSURE AND MEET VARIOUS DEADLINES WHILE MAINTAINING A POSITIVE ATTITUDE
- PROFESSIONAL APPEARANCE AND DEMEANOR ARE A MUST
- VALID STATE OF MINNESOTA DRIVER'S LICENSE AND ABILITY TO PASS CRIMINAL BACKGROUND CHECK
- MUST BE ABLE TO MEET PHYSICAL DEMANDS AT EVENTS INCLUDING BUT NOT LIMITED TO; LIFTING AT LEAST 25 lbs, STANDING (UP TO 6 HOURS AT A TIME), WALKING (UP TO 1 MILE)

