

**Job Description Form**

<b>Division/Department:</b>	Sales
<b>Location:</b>	Corporate Office
<b>Job Title:</b>	Sales Consultant
<b>Reports to:</b>	Director of Sales

<b>Type of Position:</b>  <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Internship	<b>Status:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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**General Description**

A Sales Consultant for Mintahoe Catering & Events works with clients, from prospecting and networking through initial client contacts and doing what is necessary for our clients to have successful and satisfying events. In addition, management has the discretion to assign tasks as needed for the good of the company. This includes, but is not limited to, helping others with their events and carrying out tasks that might be outside of those considered to be typical for the duties of a Sales Consultant. This is a full-time position with a minimum of 40 hours a week required. During high demand or peak times of business you may frequently work 50+ hours per week as established by Mintahoe Catering & Event management. A varied schedule of availability is required including evenings and weekends throughout the year.

**GENERAL REQUIREMENTS**

- Possess and continue to develop strong skills in selling, verbal and written communication, and negotiation
- Initiate direct contact within 24 hours to each lead inquiry
- Be self-motivated and committed to achieving personal and company goals. Demonstrate full commitment to company loyalty to maximize sales budget goals.
- Attend each event you sell in accordance with company guidelines
- Manage and direct operations staff including Director of Operations, Event Manager, Operations Administrator, Bartenders, Captains, Servers and Warehouse personnel
- Engage with venue partners and industry professionals to identify trends in the local industry
- Adhere to all Mintahoe policies and procedures including, but not limited to, those related to meeting client expectations and reporting on the results of your contacts
- Provide optimal service and follow-up to clients

- Manage operations, budget planning, and administration and implementation of short and long range plans
- Communicate effectively utilizing all of the tools provided by Mintahoe including client communications, interdepartmental communications, vendor communications, and communications established by management of Mintahoe
- Prospect for new client business through networking and active participation in professional organizations and trade shows
- Provide company management with market intelligence you acquire (i.e. industry trends, business opportunities, competitor activities, etc.)
- Possess and develop excellent organizational skills while being accurate and detail-oriented
- Be professional in appearance and presentation
- Perform other relevant duties as required

### **Qualifications**

- 3+ years of catering sales for weddings, social or corporate events
  - Bachelor's Degree in Hospitality or similar degree
  - Solid computer skills including Microsoft Outlook, Excel, and Word
  - Catering/Hospitality software experience preferred
  - Strong verbal and written communication abilities
  - Excellent organizational and decision making skills
  - Must be able to work under pressure and meet deadlines while maintaining a positive attitude
  - Valid State of Minnesota Driver's License and ability to pass a criminal background check
  - [Understanding of state and local COVID-19 regulations as they apply to entertainment venues](#)
  - Dedication to working evenings, weekends, and some holidays is required
  - 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)
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