

# THE FULLERTON

HOTELS AND RESORTS

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## Catering Sales Manager

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

### JOB RESPONSIBILITIES

- Actively solicit and book catering business from various lead sources.
- Develop creative and attractive menu presentations for potential clients.
- Coordinate sales efforts between the Sales and Catering departments to ensure proper utilisation of function spaces to yield maximum revenues.
- Conduct tours of the property with meeting planners and potential clients.
- Finalise all bookings, maximising all revenue potential by upselling in all revenue-producing areas.
- Ensure achievement of yearly sales booking goals.
- Maintain a thorough concept of food cost and menu planning.
- Be knowledgeable about the clientele mix, seasonal periods and festivities and make recommendations to management for competitive analysis and budgeting purposes.

### JOB REQUIREMENTS

- At least 3 years of working experience in the related field is required for this position.
- Specialisation in Hotel Events Management is preferred.
- Excellent verbal and written communication skills.
- Good interpersonal skills.
- Excellent listening skills.
- Strong attention to detail.

To apply for the above position, please send your full resume to [careers@fullertonhotels.com](mailto:careers@fullertonhotels.com).