

THE FULLERTON

HOTELS AND RESORTS

Event Sales Executive

The Fullerton Hotel Sydney - Australia

JOB RESPONSIBILITIES

- Coordinate and plan confirmed events meticulously, from proposal to contract, ensuring seamless execution
- Develop and adhere to action plans, including schedules for customer communication and innovative prospecting strategies
- Showcase the hotel through site inspections and entertaining clients to build strong relationships
- Participate in Catering & Sales meetings and other relevant interdepartmental gatherings to maintain operational synergy
- Uphold professionalism and integrity while collaborating effectively with colleagues and external partners to achieve positive event outcomes and customer satisfaction
- Enhance revenue and profitability through strategic upselling, collaborating with the sales team to identify promising opportunities and nurture customer connections
- Maintain precise records in the hotel's sales and catering database, ensuring accurate tracking of customer interactions and event particulars
- Conduct thorough research using platforms like Google, LinkedIn, and databases to identify potential clients and augment the pool of repeat customers

JOB REQUIREMENTS

- A background in Sales, Business, and Event Management Education is preferred, but not essential
- Ability to adapt to a dynamic and fast-paced environment
- Excellent communication skills
- Shows drive and initiative
- Shows attention to detail

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com.