



# HOTEL JULIEN

DUBUQUE

## JOB POSTING ---

### Catering Coordinator

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This position will report directly to the Director of Sales. The following responsibilities (but not limited to) are as stated:

- Provide administrative support to the sales department, specifically the Catering Sales Manager, Wedding Specialist & Marketing Manager
- Handle small catering inquiries (telephone and in person) of clients both repeat and new
- Contribute to top quality guest services efforts – managing requests, guest amenities, etc
- Conduct monthly inventory of marketing materials
- Handle file coordination and group status changes, countersigned contracts, etc
- Coordinate the distribution of our weekly Banquet Event Orders and Function room/front desk signage
- Prepare “Welcome packages” for all corporate group events for distribution upon arrival
- Prepare and send thank you notes to clients following meeting or conference
- Prepare and send congratulations notes to clients as directed by Sales Management Team
- Coordinate and send donation requests, as directed by the GM or DOS
- Competitive analysis every six months by calling competitive by gathering data such as banquet kits, menus etc
- Be able to conduct site visits upon request to assist the Sales Team
- Work proficiently in Word, Excel and be willing to be trained in Company software programs of Caterease and Lodgical
- Ensure that hotel policies and procedures are followed
- All other duties as required by the Director of Sales
- Must have a High School diploma and have at least 2-3 years of experience in either Front Desk, and or Restaurant hospitality

This will be a full-time position, commencing immediately.

**If you are interested in this position, submit your resume to Sonja Harris, Director of Sales at [dos@hoteljuliendubuque.com](mailto:dos@hoteljuliendubuque.com), no later than Wednesday, February 6, 2019**