



## JOB POSTING

# Wedding and Special Events Manager

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Hotel Julien Dubuque is seeking a Wedding and Special Events Manager to create magical experiences for brides and event planners who choose Hotel Julien Dubuque for their special events. A successful candidate will be able to:

- Maintain client relationship with follow-up calls, visits, etc., finalizing details close to the event date.
- Effectively communicate to all hotel departments the information necessary to successfully execute the client's needs.
- Monitor contractual agreements pertaining to room blocks, meeting space, food and beverage and special concessions.
- Contact client on day of event, be there to answer questions, assist with change and provide support. Weekend/holiday work attendance will be required during events.
- Leads site inspections/tours with planners, entertains and performs outside sales calls to develop leads.
- Develop and maintain relationships with key clients in order to produce business, to include room sales, food and beverage sales, catering/banquet services.
- Demonstrate their working knowledge of upscale, full service properties.
- Coordinate non-group transient sales and catering solicitations to maximize overall profits.
- Initiate and follow up on all leads.
- Effectively communicate, both verbal and written, with customers in a friendly and positive manner in order to solicit business, meet client needs and resolve complaints.
- Be self-motivated – able to work effectively independently
- Attend occasional networking functions, even on nights and weekends.
- Contribute to the sales and services effort through local market experience and business contacts.
- Participate in the revenue management process.
- Perform excellent time management skills and ability to delegate and handle multiple priorities.
- Exhibit creative problem solving and strategizing.
- Utilize their strong negotiation skills and decision making capabilities resourcefulness to conduct independent research and gather information to fully understand your market and strong analytical skills.

**Education:** High school or equivalent education required. Bachelor's Degree preferred.

**Experience:** 2 to 5 Years past hotel sales experience required or previous catering sales experience.

**If you are interested in this position, submit your resume to**

**Sonja Harris, Director of Sales by 1-14-2019**

**[dos@hoteljuliendubuque.com](mailto:dos@hoteljuliendubuque.com)**