



Position available: Contract Position Sales & Event Manager

What's your passion? Whether you're into Ultimate Frisbee, binge watching "Friends" or cheering on your favourite team, at Waterfront Hotel Downtown Burlington, we're interested in YOU. We employ people who apply the same amount of care and passion to their jobs as they do their hobbies – people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team. **This is a contract position until January 2020. We are planning for growth in our Sales Team with the possibility of extending this role into a full time position.**

Hotel Overview

Fully renovated in 2016/17, with 129 guestrooms plus 5,000 sq. ft. of meeting space, Waterfront Hotel Downtown Burlington is the most popular choice for travelers to our area. As Burlington's ONLY downtown hotel, situation on the shoreline of Lake Ontario, adjacent to Spencer Smith Park, the hotel offers contemporary, modern, high quality guestrooms, welcoming public spaces and amenities guests love. The hotel is a proud recipient of the 2017 Burlington Post's Reader's Choice Diamond Award and 2016 TripAdvisor Green Leader Award.

In this important position, you will:

- Play a lead role to secure Group guestroom blocks and meeting space commitments from corporate, sporting, education, family social and fraternal organizations through a variety of different sales techniques that include fast and effective response to incoming inquiries
- Conduct property site inspections and providing quotations through electronic lead generation channels.
- Employ excellent communication skills to be fully responsive in dealing directly with guests and travel influencers via email, phone calls, receptions, etc.
- Take the lead in communication Group guest expectations to all operating departments and the onsite restaurant through preparation of Group Resumes, Banquet Event Orders and weekly menu/operations meeting.
- Make a significant contribution to the achievement of budgeted guest room revenue by committing the hotel's product and services within agreed pricing and service parameters.
- Be at the top of your game and bring polished professionalism to work every day,

as evidenced by maintaining a highly organized office with up-to-date records covering client communication, commitments and results tracking.

- Be driven by results, with strong business acumen and an ability to develop creative solutions in a fast-paced business environment.
- Thrive in a team environment and be willing to step in to assist any team member if and when required.

A great benefit of this role is joining one of Ontario's most respected hotel development companies with 20 current hotels (and soon to be 21) #greathotelsstarthere

Qualifications

- Minimum of 2+years' experience in a hotel role, requirement
- Demonstrated customer service and communication skills
- Ability to multi-task with tight deadlines
- High proficiency in MS Word, Excel and Outlook required, along with savvy online, social media & website update skills
- Specific background within the hospitality industry and proficiency with Opera PMS systems are strong assets
- At times, you may be required to work nights, weekends and/or holidays as required.

In return we'll give you a competitive financial, bonus and benefits package that will include healthcare, dental, vision, disability and life insurance support. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you room to be yourself.

Please get in touch and tell us how you can bring your individual skills to our award-winning, top performing hotel.

Apply...

If you are looking for an opportunity to love what you do while working with a great team reply to this posting at www.indeed.ca

Waterfront Hotel Downtown Burlington is an equal opportunity employer and we would like to thank all applicants for their interest. Only those applicants under consideration will be contacted. For additional information on our organization, please visit us at www.vrancor.com