

## **Sales & Catering Coordinator – Meetings & Events**

If you are interested in acquiring hands on experience and gaining overall knowledge of the Meeting s& Events Industry, Chula Vista Resort has a great opportunity for you. This position would encompass a booking events, selling amenities as well as the behind the scene details.

### **The Position**

- Full time, Benefit eligible position
- Introductory position to gaining experience in sales, catering and meeting management.
- Potential growth within the company for various positions becoming available in sales, catering, wedding coordinator or other event management positions.
- Responsible for client contact, detailing events, managing guestrooms and an overall participation to create successful events.
- Participate in networking events and company functions
- Acquire knowledge of the property
- Contribute to the sales effort during planning and strategy phases.
- Candidate must possess strong organizational and time management skills.
- Perform other duties as assigned.

### **Qualifications (Prefer but not required)**

- Interest in hospitality industry
- Recent College Graduate or 3 years of Hospitality Experience
- Must have ability to meet clients on and off premises to tour property and attend functions.
- Occasional weekends and evenings based on demand.
- Proficient in Microsoft Office
- Excellent interpersonal and communication skills, both written and verbal.

### **How To Apply**

Email cover letter and resume to [meetings@chulavistaresort.com](mailto:meetings@chulavistaresort.com) by August 15, 2018.

Please specify the position of “Sales & Catering Coordinator – Meetings & Events”

Resumes will be reviewed upon receipt.