



THE FULLERTON HOTEL
SINGAPORE



Assistant Catering Sales Manager / Catering Sales Manager

- Responsible in actively soliciting and book all types of catering business from various sources of leads.
- Develop creative and attractive menu presentations for potential clients.
- Responsible in coordinating the sales efforts between sales department and catering to ensure proper utilization of function space to yield maximum revenues.
- Conduct tours of the property with meeting planners and potential clients.
- Finalise all bookings maximizing all revenue potential by up-selling in all revenue producing areas.
- Ensure the yearly sales booking goals are achieved.
- To maintain a thorough concept of food cost and menu planning.
- Be knowledgeable about the clientele mix, seasonal periods and festivities and make recommendation to management for competitive analysis and budgeting purposes.

Requirements :

- At least 2 year(s) of working experience in the related field is required for this position.
- Preferably Executives specializing in Hotel Events' Management.
- Excellent Communication skills- both verbal and written required.
- Good interpersonal skills.
- Excellent listening skills.
- Strong attention to detail.
- Aptitude in Microsoft Windows, Word, Excel, and Delphi.
- Ability to work a flexible schedule and be able to work weekends and holidays.

To apply for the above positions, please send your full resume to careers@fullertonhotel.com.