

Part Time Job Opportunity

Banquet Sales Assistant

JOB SUMMARY:

The Banquet Sales Assistant acts as support staff to the Sales Department for Villa Olivia. Examples of duties include:

- ❖ Book and schedule banquets, meetings, golf outings, and all other events at Villa Olivia.
- ❖ Promptly greet guests in a pleasant and friendly manner.
- ❖ Arrange all event details with clients from initial contact through event completion.
- ❖ Accept and process transfer and cancellation requests.
- ❖ Answer phones; accurately provide information and transfer calls.
- ❖ Prospect, qualify and generate sales for Villa Olivia.
- ❖ Telephone prospects to identify new leads for additional business.
- ❖ Respond to requests from customers on their needs, or any additional special needs.



QUALIFICATIONS:

- ❖ Must be a minimum of 18 years of age and a high school graduate or equivalent.
- ❖ Requires strong people and customer service skills.
- ❖ Ability to communicate effectively with staff and the public.
- ❖ Must have strong computer skills and excellent communication skills that focus on customer service.
- ❖ Strong math skills and the ability to follow through on detailed work is crucial
- ❖ The successful candidate must be able to project a professional appearance.

SCHEDULE & PAY: Varies, based on needs of sales office. Typically under 20 hours per week. Must be available nights, weekends, and holidays as required. Target hiring range is \$12 - \$15 per hour, dependent on qualifications.

APPLY TODAY!

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Please include Resume and Cover Letter.

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