

10th August 2018

“213 years of history and memories to last a lifetime” - So say the travel critiques from around the world who’ve experienced the mystical wonders of the Mount Lavinia Hotel.

We are currently expanding our team and have the following vacancies available;

BANQUET SALES MANAGER

What will I be doing?

As a Banquet Sales Manager, your role is to ensure the Banquet sales target is achieved ensuring the quality and efficiency of our services is of the highest standards and should also perform the following tasks.

- Work to deliver (overall client satisfaction, services standards and achieve our financial goal
- Visit the customer with the Sales Manager to guarantee the success of the groups and events
- Get involved with the negotiations for groups and events to maximize results
- To know and promote the hotel facilities and also to have the knowledge of our competitors' strengths and weakness
- Organise the hotel visits
- Be the contact between the client and the hotel staff, when it's necessary
- Team work and total cooperation with the Sales Managers and Revenue Management to ensure that the entire sales process is complete and up to date
- Update daily the sales activities on the hotels systems, ensuring that the information is correct and consistent
- Review rates, groups, deadlines and waiting lists
- Review commission reports for groups, events and food and Beverage
- Participate in special activities, such as: cocktails, welcome dinner for groups, etc.
- Ensure all queries are be answered within 24 hours
- Keep yourself informed about the clients and build relationships with them
- Maintain a pleasant work environment and good communication in the department and also with other departments in the hotel, ensure compliance with Brand Standards and ensuring customer/guest satisfaction
- Comply with the stipulated times and adapt to changes according to the hotel's operational needs
- To know and promote the hotel's activities and events





What are we looking for?

To successfully fill this role, you should maintain the attitude, behaviour, skills, and values as follow:

- Graduate Degree or MBA in Management, Hospitality or Marketing
- Previous sales and events / banquets experience preferably in a Hotel, and in positions of leadership and supervision teams
- Critical analysis to strategically evaluate sales
- Ability to analyse and manage multiple tasks
- Ability to manage pressure, always displaying a constructive and positive attitude
- Knowledge of Product and Marketing, such as: Operation and Structure of a Hotel, supervision and organization of team members
- The ability to solve problems quickly and efficiently
- Sense of organization and planning
- Good written and verbal communication (English and Sinhala)

Interested applicants are required to forward their curriculum vitae with contact details of two non-related referees together copies of all relevant certificates and a passport sized photograph on or before 24th August 2018 to;

**Director Human Resources
Mount Lavinia Hotel,
100, Hotel Road, Mount Lavina
E-mail: careers@mountlaviniahotel.com**

