

# Brighton Management LLC

Sheraton Pasadena Hotel

## POSITION DESCRIPTION

**JOB TITLE:** Sales & Catering Coordinator  
**DEPARTMENT NAME:** Sales & Marketing  
**REPORTS TO:** Director of Sales & Marketing

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### I. POSITION SUMMARY:

### II. WORKING RELATIONSHIPS:

Reports to: Director of Sales & Marketing  
Interfaces with: Hotel Staff and Hotel Guests

### III. ESSENTIAL JOB FUNCTIONS:

- Responsible for EO Meeting packets and distribution
- Responsible for distributing weekly group resumes, EO reports and Daily events report
- Review all EO's the day prior to arrival to ensure client's set-up needs are correct as listed on EO
- Introduce yourself to all meetings as point of contact for in house meetings on site
- Call client on day of meeting when client will not be on-site to advise
- Check inbox and ensure EO filing has been done daily
- Communicated changes/client requests to banquets and department heads as needed
- Assist in MPSI, and be MPSI champion
- ISAC Champion
- Daily Function Reports
- Weekly Function Reports
- Resume Distribution for Sales Managers
- Parking Signs
- Reader Board
- Create and distribute EOs to clients
- Take inquiry calls and qualify business when Sales & Catering Managers isn't available
- Cover phone coverage when Executive/Administrative Assistant isn't available
- Provide support and coordination in detailing EO's weekly event report, daily events, and reader board
- Distribute contracts, memos, and correspondence to assigned managers
- Answers and directs all services/Sales/Catering phone calls
- Greet visitors in a friendly and warm manner through email, phone and in-person
- Make copies of correspondence or other printed materials
- Maintain a good working relationship with other departments, employees and guests
- Complete other duties as assigned by the Director of Sales and Marketing to include cross training
- Keeps work area clean and organized
- Extend clerical assistance to all sales managers

### V. PHYSICAL JOB REQUIREMENTS

- Communication skills required including clear speech and hearing ability
- Ability to read, write and understand English
- Repetitive bending, stooping, overall flexibility and lifting weight up to 50 lbs.
- Ability to manage high levels of stress.
- Professional demeanor and appearance
- Ability to interact with guests and associates.

### VI. JOB QUALIFICATIONS

- Minimum two years sales experience
- Ability to function well under pressure
- High School diploma or equivalent

- Bachelor's Degree preferred
- Communication skills

**VII. SAFETY AWARENESS**

- Comply with all safety requirements and regulations as dictated.

**NOTE:** The Sheraton Pasadena Hotel functions 7 days a week, 24 hours a day. All employees must realize this fact and be aware that at times it may be necessary to move an employee from their accustomed shift as business demands. In addition, I understand that business determines the amount of hours I work, and that some weeks I may be scheduled to work less than 40 hours and other weeks I may be schedules to work more than 40 hours per week.

Job Descriptions are subject to change at the discretion of Brighton Management, LLC.

I have read and reviewed a copy of the above job description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

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Manager's Signature

Date

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Associate's Signature

Date