



Event Sales Specialist

HOUSEpitality Family restaurant group is in the search of an Event Sales Specialist to join our growing team. The ideal candidate will be a self-directed leader with an expertise in sales and guest relations.

About HOUSEpitality Family:

Our restaurant group is the product of Kevin Healy's 30+ year career as an independent restaurant owner. All of the family-run restaurants share the same mission, to celebrate life one bite at a time. HOUSEpitality Family includes 9 locations over 3 concepts.

Position Summary:

This is a full-time hourly position with office time and outside sales calls. This individual will be the primary salesperson for Casa del Barco and Island Shrimp Co. A typical work week runs 10am-6pm Monday - Friday. Evening and weekend hours may be required with notice. Participation and attendance in networking meetings, membership in professional organizations, trade wedding shows, HF and Event Department meetings and developmental training is expected. This individual relies on experience and communication skills to accomplish performance, financial, and developmental goals. The Event Sales Specialist role will be able to give and receive feedback for a thriving work environment. **Supervision Received:** Director of Sales

Desired Experience and Attributes:

- Familiarity with Caterease or another CRM software program preferred but not required
- Proficient with basic computer programs and Microsoft and/or Google Suite programs
- Excellent verbal and written communication skills with attention to detail
- Ability to accomplish tasks and work independently
- Outgoing, enthusiastic personality with the ability to approach potential clients
- Represent company as an industry professional in both communication and appearance
- Implements feedback and coaching from leaders for development and growth
- Assist with event sales for all HF location appointments as needed, and cover for teammates who have time off
- Actively seek out event sales through cold-calling, sales visits to area businesses, and networking
- Represent HOUSEpitality Family in the community through attendance at appropriate community events
- Participate in trade shows, including wedding shows
- Respond to phone calls and email inquiries for potential events
- Schedule sales appointments, both virtual and in-person, and site visits to introduce clients to event venues
- Speak with Walk-Ins: potential clients who do not have an appointment
- Use Caterease to track prospective clients, send event proposals, and generate contracts
- Work with clients to confirm event reservations with signed contracts and paid deposits
- Keep google calendars of events and Caterease up-to-date with booked and pending events
- Assist in verifying event revenue and "closing events" for all locations
- Keep primary locations stocked with up-to-date sales materials
- Be accountable for reaching personal and team sales goals

Compensation:

- Hourly position from \$18-25 based on experience and bonus incentive up to 1% of food and beverage sales
- Medical, Dental, Eye Insurance
- Company Life, Short Term Disability, Supplemental Life
- 2 weeks of Paid Time Off - accrued over the first year