

Position : **Catering Sales Department – Catering Sales Coordinator**
Job Summary : Supports the Sales Manager and Executives in the overall administration and sales coordination of the department

Specific duties and responsibilities

1. Handle all banquet enquiries
2. Provide quotations on Club's banquet functions
3. Follow up on members' banquet requirements
4. Co-ordinate with Banquet, Kitchen and Maintenance departments to fulfill customer needs
5. Provide administrative support to the department and liaise with external organisers
6. Process and submit event order to respective departments that are directly involve in pre event activities
7. Act as main contact point with external organizers, internal Club operation departments and relevant Kitchen team.
8. Helps follow-up on ad-hoc and/or changes of requirements by disseminating information to relevant parties and ensuring that its carried out.
9. Updates and disseminate Event calendar
10. Manages monthly event report and disseminating to appropriate departmental heads.
11. Handles all administrative duties of the department
12. Assume registration/reception duties at events when required