

JOB POSTING – Furry Creek Golf & Country Club

POSITION TITLE:	Wedding and Banquet Manager
DEPARTMENT:	Food and Beverage
COURSE:	Furry Creek Golf & Country Club
REPORTS TO:	General Manager
JOB TYPE:	Full Time
APPLICATION DEADLINE:	June 5, 2017



Furry Creek is not a course that one merely plays – it is an enriching adventure to be savoured. Considered one of the most beautifully landscaped playgrounds in the province, Furry Creek delivers an unforgettable experience with its breathtaking beauty, dramatic play and first class facilities. As **BC's most scenic golf course**, Furry Creek perfectly captures the most spectacular qualities of this part of the country. This par 72, 18-hole golf course designed by Robert Muir Graves and built in 1993 offers panoramic ocean views and encounters with abundant wildlife, and is just 35 minutes north of Vancouver, along the scenic Sea to Sky Highway to Whistler. | furrycreekgolf.com

Job Description

Sales and Marketing Specific Duties

- Help with the departmental budget preparation
- Prepare monthly departmental reports
- Trade show planning, preparation and attendance
- Wedding Sales and Planning
- Site inspections and FAM tours
- Liaise with the catering and Food & Beverage departments
- To work in cooperation with all Department Managers to successfully execute all Weddings and Banquets
- To meet on a regular basis with the General Manager to ensure effective coordination, planning and communication of ongoing sales activities.
- To work independently on sales position requirements in handling of incoming inquiries, site inspections, trade and travel shows, FAMS, final bookings and client handling.

- To maintain accurate tracking records of all sales and sales follow-up activities, including building of the departmental database in each sales objective area identified.
- To provide accurate and timely reports of all sales activities reflective of the sales representative position, on a weekly basis.
- Follow-up and tracking of initial inquires, tentative sales leads, and monitoring of deposit and confirmation requirements.
- Implementation of a daily sales plan of action including in-house sales calls, booking appointments, outside sales effort, guided site inspections, and researching sales leads as necessary.
- When appropriate, up-selling potential sales business of existing food and beverage, banquet, meetings, etc.
- In cooperation with the General Manager will identify, coordinate and implement all approved sales and marketing printed advertising programs (flyers, brochures, special events and functions).
- If requested, to attend weekly Departmental Communications Meetings.

Guest Experience

- Become knowledgeable and able to answer basic questions about the property and company
- Ensure guest services and procedures measure up to club standards
- Ensure each guest receives consistent service and products

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Technical Skills and Knowledge

- Solid understanding of the Golf and Country Club environment
- Background in tourism and hospitality industry with extensive Food and Beverage experience
- Education related to the industry or of a business nature

Abilities

- Business Management
- Organization
- Communications
- Quick evaluation and decision making

- Telephone
- Strong Comprehension of English Language
- Understanding and knowledge of the golf industry
- Strong Public Relations and human resources
- POS knowledge and programming
- Keyboard and word/excel processing abilities
- Must be able to meet deadlines as required
- Work efficiently in a non supervised position
- Must be able to work in a fast paced environment and be able to maintain organization

WORK CHARACTERISTICS

- Primarily inside work within an office environment
- Some outside work required
- Will be required to work on a shift basis, including weekends and evenings

Our Core Standards

- **Live** our core standards – **F.I.R.S.T.!**
 - ... *Friendly and Helpful*
 - ... *Initiative and Action*
 - ... *Respect and Dignity*
 - ... *Sales and Service*
 - ... *Team and Facility Appearance*

**Please send your resume and cover letter to:
Furry Creek Golf & Country Club, 150 Country Club Rd, Furry Creek BC, V0N 3Z2
Attn: Paul Nijjer, General Manager or via email to pnijjer@golfbc.com**

Posting closes: June 5, 2017

Only qualified candidates will be contacted for interviews.