

# Brigade Hospitality

**Position:** Sales Executive

**Number of vacancies:** 3

**Experience:** 1 - 3 years / Fresher

**Background:** Hospitality / Hotels

**Key Responsibilities:**

- To Selling of banquet functions and rooms if included in the function.
- To develop a cost proposal for customers, and ensure the function proceeds within budget guidelines and produces revenues
- To drive revenue and bookings,
- Sales calls-administration in banquet office
- To coordinate with relevant departments for any special requirements of the guest prior to the functions
- To monitor and Forecast revenue and expenses to ensure that sales targets are achieved
- To ensure that the existing customers are kept up-to-date regarding costs frequently
- To be abreast with the customer wants and needs and planning for services, events and facilities to accommodate the same within the budgets
- To provide proactive customer service, function as part of key management team

**Other Specifications:**

- i. The candidates who have worked with a thorough hospitality background will be preferred. Fresher can apply as well.
- ii. The candidate should be young, energetic, smart and highly presentable
- iii. Fluency in verbal and written communication will be preferred