



Jonah's Restaurant & Boutique Hotel, Whale Beach, is one of Australia's most luxurious ocean retreats located on Sydney's Northern Beaches. The perfect beachside escape, Jonah's offers an award winning hatted Restaurant, eleven boutique accommodation rooms along with meeting and functions spaces catering to conferences, special events and weddings.

Established as one of Sydney's leading luxury properties, Jonah's now has an exciting opportunity available for a **SALES & EVENTS MANAGER** to join their team.

The Sales & Events Manager is responsible for sourcing and generating new business sales, increasing and maximising existing business and promoting, securing and managing conferences, weddings, functions and events for the property.

Reporting directly to the General Manger the Sales & Events Manager's main role will be to increase exposure of the Hotel with the view to securing new business, achieving agreed targets and increasing our market share.

Main duties will include:

- Take enquiries, meet and greet clients and ascertain precise requirements prior to the event
- Site inspections, arranging payment, and follow up to evaluate the service provided
- Preparation and distribution of detailed proposals and run sheets for events
- Coordinate suppliers and contractors
- Invoicing and account management
- Actively look for and identify opportunities for new business to secure in order to achieve sales targets
- Implement sales strategies to increase and maximise current business
- Maintain and increase the existing client base including maintaining a sound database of prospective and past clients
- Implement strategies to grow our market share in the MICE industry
- Preparation of weekly forecasts and monthly reports detailing enquires, converted sales and lost sales, confirmed events and site inspections conducted

You will be required to be in attendance at the commencement of events but only until you are confident that the event is proceeding as per the run sheet.

To be considered for this role you will need to meet the following requirements:

- Demonstrated industry experience in events coordination and sales
- Superior verbal and written communication skills and the ability to build and maintain relationships with clients
- Excellent time management skills with the ability to prioritise tasks to meet deadlines and work well under pressure



- Strong organisational and influencing skills with a record of delivering results
- Excellent administration skills with sound knowledge of Microsoft Office programs
- Pleasant personality with the ability to interact with people across all levels
- Have a demonstrated passion for customers and the service experience and the desire to exceed guests' expectations
- Excellent attention to detail
- The ability to work autonomously and as part of a team.
- Have high presentation and grooming standards
- Be commercially aware with an understanding of budgeting and financial management
- Have a positive and adaptable approach to problem solving
- Qualifications in Events Management will be highly regarded but are not essential
- Must have current Responsible Service of Alcohol certificate
- Residing within close proximity to the Northern Beaches

To apply, please forward your resume, **detailing how you meet each of the above requirements**, to ea@bonvillegolf.com.au Only shortlisted applicants will be contacted.