



THE
Fairmont
HAMILTON PRINCESS
BERMUDA

Closing Date: December 23, 2011

Where our colleagues provide WOW experiences that create lasting memories for ALL our guests!

The "Princess" has been the Grande Dame of Bermuda's hotels ever since it opened her doors on January 1, 1885. If you are a career-minded, energetic, team oriented individual, than we want you on our team. The Fairmont Hamilton Princess currently has the following position available:

CATERING SALES MANAGER

We currently require a self-motivated, creative individual to join our Catering team. This successful applicant will report to the Director of Catering. This individual would be responsible for but not limited to the following:

- Planning and coordinating local and international Weddings
- Planning, implementing, coordinating and overseeing local and international catering events
- Establishing, aggressively developing and maintaining a client base for catering and room sales
- Answering all leads and inquiries in a timely manner, sending proposals and subsequent contracts; working with groups as their hotel contact from contract phase through to event order and check out; planning menus, banquet event orders and organizing meetings and catering business; as well as maintaining records using Delphi system.
- Establishing effective close working relationship with clients before, during and after group programs
- Working effectively with banquets and accounting to ensure optimal guest satisfaction
- Delivering on promises through a proactive approach, ensuring attention to detail for every event
- Ensuring each department within the Hotel is thoroughly knowledgeable about the clients requirements and expectations, prior to and throughout the duration of the Wedding or event
- Ensuring adherence to all Fairmont Hotel and Resorts core standards for Catering and Banquets.

Interested individuals should possess the following: at least two years experience in catering/sales; a hospitality degree would be advantageous; proven ability to plan and execute events effectively with a strong sense of detail; experience in convention/banquet floors is an asset; computer literacy in Microsoft Office, Word Perfect /Windows, or Excel is a must.

If you are interested in meeting the exciting challenges described above, please forward your resume to:
The Human Resources Manager, The Fairmont Hamilton Princess Hotel
P.O. Box HM 837, Hamilton HM CX
or email: ham.jobsearch@fairmont.com