



## EVENT SALES

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As an Event Sales you will be in the office about 85% of the time. Heavy phone calls and emails, using spreadsheet, reservation system, scheduling, confirming appointments and conducting wedding tours. Creating event quotes and contracts. Account reconciliation and collecting payments. Assistant coordinator or event staff on the day of the event. Updating packages/collections with current pricing and information. Maintaining working relationships with current wedding vendors.

### **JOB REQUIREMENTS**

- Must be able to work all weekends & holidays
- Must have a valid driver's License

### **SKILLS REQUIRED** Includes, but are not limited to...

- Self Motivated & Team Player
- Superior Customer Service
- Strong Writing & Typing Skills
- Good Phone Etiquette
- Strong Problem Solving & Conflict Resolution
- Sales Experience Preferred
- Social Media Experience a plus

### **JOB DUTIES**

- Scheduling, Confirming & Conducting Wedding Tours
- Creating Event Quotes, Contracts and Work Orders
- Sell Weddings & Events
- Answering emails, phone calls and other questions/inquiries from clients
- Collecting payments
- Onsite check for day of event & assisting coordinator or event staff if needed
- Keeping current with pricing, packages, advertising, lodging & local vendors

### **HOURS & PAY**

- **Hours:** Full time 35 - 40 hrs.
- **Shifts:** 9am - 5pm, 5 days a week (must work weekends)
- **Starting pay:** \$17 + Bonus<sup>?</sup>
- **Booking Bonus:** Range from \$15 - \$200 per wedding\*  
\*Average 85 events in a season
- **401k** after 1 year of employment

### **TO APPLY**

- Please email, [eventmanager@pinerosecabins.com](mailto:eventmanager@pinerosecabins.com)
- In the subject line of the email please write "Event Sales"
- Attach your resume as a PDF format
- In the email please write something brief on why you want to work in the wedding and event industry