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## Sales Manager, Groups & Banquets

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Company: Mandarin Oriental Hotel

Location: İstanbul

Category: other-general

## Sales Manager, Groups & Banquets

Apply now **Position**Sales Manager, Groups & Banquets (Full time #534679)

**Property / Office:**Mandarin Oriental Bosphorus, Istanbul

**Location**Istanbul, Turkey

The Group

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

The Hotel

Mandarin Oriental Bosphorus, Istanbul has become Mandarin Oriental Hotel Group's second hotel in Turkey. The hotel is located on the European side of Istanbul, in the luxurious residential district of Kuruçeşme, right next to the unique Bosphorus.

Redefining luxury with its sophisticated design and architecture inspired by Istanbul's uniquely beautiful mansions and palaces, our hotel is located on the shores of the Bosphorus with two outdoor pools in the city center with lush and generous gardens, 100 spacious rooms and suites with large living spaces, rich Sunday brunches with Turkish and international cuisine, Novikov Restaurant, the international representative of modern Asian and Italian cuisines; Olea & The Bar, offering the most exclusive flavors of Italian cuisine; Hakkasan,

world-renowned for its innovative interpretation of China's traditional Cantonese cuisine; and Bosphorus Lounge, home to delicious snacks and tea-time rituals. The Spa at Mandarin Oriental Bosphorus, Istanbul is the city's most comprehensive health, beauty, and wellness center with 3,500 square meters of The Spa at Mandarin Oriental Bosphorus, Istanbul.

Duties and Responsibilities:

Reports to Director of Sales, Groups & Banquets and Director of Commerce & Strategy

Assist Director of Sales, Groups & Banquets with the establishment of sales strategies

Assist to the establishment of Wedding and MICE proposals and enforcement of the correct communication standards.

Responsible from handling all phases of a sales process very precisely: qualifying the leads, sending offers, following-up the status, making site inspections and sales calls, preparing contracts and eventually coordinating the operation until the end of the event.

Responsible of the successful execution of the contracted events, self-contracted and/or the ones which had been hand-overed.

Responsible for handling group operations for both social and corporate events as well as preparing BEO & Group Resume for each group

Responsible for coordinating the confirmed groups & events with all operational teams by providing detailed information during weekly meetings.

Maintain close relationships with all key decision-makers both in local and international markets.

Conduct regular sales activities to professional conference organizers, wedding planners, corporate meeting planners and relevant associations.

Develop a strong repeat business base and constantly source for new business

Submit sales production, occupancy and lost business reports

Perform any other reasonable duties as required by the Director of Sales, Groups & Banquets.

Requirements:

Bachelor's degree in Hospitality Management, Business Administration or a related field

Previous experience is essential in similar role, minimum 2 years working experience in the luxury hotel industry

Proficient in written and spoken English and Turkish.

Knowledge of Food and Beverage.

Excellent presentation, reporting and communication skills.

Proficient in Microsoft Excel, Word and Power Point

Preferably familiar with Infor / Delphi as the Catering Management software system

Strong leadership skills and ability to develop and motivate his/her team.

Outgoing and enthusiastic personality.

Possess high degree of stamina, agility, and flexibility.

**Advertised** 06 Mar 2024 GTB Standard Time

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