

JOB POSTING - Outside Sales Coordinator The Okanagan Golf Club

The Okanagan Golf Club in Kelowna, BC, is one of the premier locations to play golf in the Okanagan valley. The Okanagan Golf Club's two championship courses - The Quail and The Bear – showcase two distinct layouts across 384 acres of stunning golf terrain. Planned by Nicklaus Design to ignite your passion for the game, The Bear features dramatic sculpted fairways surrounded by the forests and sage brush hills of B.C.'s sundrenched southern interior. The Quail, designed by renowned golf course architect Les Furber, offers dramatic elevation changes and breathtaking views as 6,794 yards of multi-tiered fairways meander around a majestic rock bluff.



POSITION OVERVIEW

To assist the Okanagan Golf Club Marketing and Sales with development of new business to business leads and be a vital part of Okanagan administration team.

Department: Administration

Reports to: General Manager, Director of Food & Beverage, and Director of Golf

POSITION OBJECTIVE

- 1. Look and act in a professional manner at all times.
- 2. Be exceedingly sales orientated, motivated and detail with the ability to multi-task.
- Have intermediate to advanced knowledge of Microsoft Word, Excel, Access, Power Point, Publisher, Internet Explorer and MS Outlook.
- **4.** Possess excellent interpersonal, customer service and communication skills.
- **5.** Have a positive, open-minded attitude.
- **6.** Be innovative, confident and efficient.

DUTIES AND RESPONSIBILITIES

Okanagan Golf Outside B2B Sales

- Develop new leads for golf and food & beverage events.
- Meet with business leaders and community members to develop events.
- Communicate effectively with event coordinator and golf coordinator at all times.

- Obtain updated event information from event contacts.
- Administer daily communication updates regarding banquets, tournaments and weddings.
- Maximize and achieve budgetary potential and objectives for revenue.
- Discuss event strategy and business development with the General Manager, director of Food and Beverage, and Director of Golf.
- Participate in weekly departmental meetings summarizing future events and their details.
- Identify and satisfy the guest's needs in a profitable manner.
- Conduct site inspections/tours as required and follow up with Sales Representatives.
- Tailor banquet/tournament packages catering to the needs of the guest.
- Assist with preparation of documents for guest billing.
- Have a thorough knowledge of set up, layouts and maximum room configurations for a variety of banquet activities including meetings, conferences, exhibits, receptions and banquets.
- Assist with preparation of post event evaluation reports.
- Assist Food and Beverage department personnel as required.
- Maintain and improve industry knowledge through training seminars and personal evaluations.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

Technical Skills and Knowledge

- Minimum 2 years' experiences in a sales role.
- College degree or diploma in business, marketing or related field.
- General understanding of the golf industry would be an asset.
- Background in tourism and hospitality industry would be an asset.
- Strong organizational skills a must.
- Quick evaluation and decision making.
- Excellent telephone manner required.
- Strong comprehension of English Language.
- POS knowledge, Ernex Equipment and programming abilities an asset.
- Keyboard and word processing abilities a must.

Time Considerations

- Must be able to meet deadlines as required
- Work efficiently within a team environment
- Have some leadership abilities to be able to coordinate team projects and meetings

WORK CHARACTERISTICS

- Outside sales calls; Monday Friday
- Some flexibility may be required, depending on workload and may include some weekends or evenings
- Must be able to work in a fast paced environment.

OUR CORE STANDARDS

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance

COMPENSATION

- 5-7 month contract with the potential for year-round employment, based on performance.
- Base salary plus commission.

Please send your resume and cover letter to: Jody Baker, Director of Food & Beverage

The Okanagan Golf Club jbaker@golfbc.com

Posting closes: April 15th, 2017

Thank you to all applicants, however only those to be considered for an interview will be contacted.