

# LA MON

## HOTEL & COUNTRY CLUB



### **Sales Executive Job Duties:**

- Promote La Mon Hotel & Country Club as a wedding venue, conference & events destination, festive destination and private dining venue.
- Co-ordinating events with clients and surpass customer's expectations.
- Showcase La Mon with customer show-arounds, telephone up-selling and communicate with customers on a regular basis to develop a relationship.
- Reporting directly to the sales director. Contribute to sales team targets and work within a busy sales and events environment.
- Communicate with Hotel Heads of Departments ensuring the efficient delivery of client events.
- Preparing reports by collecting, analysing, and summarizing information.
- Delivering a quality 4 star service by representing La Mon's brand.

**Preferred Attributes:** Good presentation skills, excellent communication skills, ability to multi-task, comfortable within a busy sales office environment, good prospecting skills, creative and uses initiative.

**Please Email CV's To:** Megan Beverland, Sales Director.  
Email:megan@lamon.co.uk