

# Group Sales and Events Manager

Join our team at Brentwood Bay Resort.

# About us.

**Brentwood Bay Resort** is a luxury boutique property that is unlike any other hotel or resort in the Greater Victoria area. We believe in doing more than serving delicious meals, providing relaxing spa treatments, and welcoming guests to our beautiful oceanfront suites. We believe in providing a truly special guest experience and supporting our team members to discover their unique contribution and empower them to deliver it!

# About the job.

**This position** works in collaboration with the Food and Beverage Manager, Executive Chef and Front Office and Revenue Manager to ensure the seamless execution of all group bookings. This position leads the guest throughout the sales experience and oversees all incoming sales inquiries with the intention to maximize revenue with impeccable customer service. For our internal team, you are the expert on the guest. For our guests, you are the expert on what we offer and execute the best.

# About you.

- A level of self-awareness which allows you to communicate with colleagues openly and without defenses
- A graceful and mindful approach to work and life
- Professionalism in appearance and demeanor at all times + a high aptitude for leadership and teamwork
- Highly developed time-management skills and the ability to proficiently prioritize
- An extremely guest-centric disposition + the congeniality to work in the presence of all kinds of personalities during high and low volume periods
- Genuine interest in and capacity for self-development + self-awareness
- Resourceful decision-making skills paired with a keen sense for attention to detail
- Effective, efficient, and professional communication skills balanced with strong interpersonal skills
- Ability to think proactively to anticipate and fulfill guests and colleagues needs
- 2-3 years experience in events and sales or combined experience and education
- 2 years experience in hospitality industry (Food & Beverage preferred)
- High proficiency with MS Office
- Previous experience using Opera and Micros preferred
- Willingness and ability to work flexible hours, including weekends and holidays
- Reliable transportation to and from Brentwood Bay
- Serving It Right and FoodSafe certification or willing to obtain

# What we offer.

- A competitive annual salary plus commission structure
- Work-life balance and three weeks' vacation
- An employee benefits plan that includes dental, extended healthcare, travel insurance, and life insurance
- Management meal included each shift in our Arbutus Room or Brentwood Bay Pub
- Four complimentary spa treatments at the Brentwood Bay Spa annually

## Employee perks that include:

- *50% off at the Brentwood Bay Pub*
- *50% off at the Arbutus Room*
- *50% off Spa Treatments and 25% off Spa Retail at the Brentwood Bay Spa*
- *FREE paddle sport rentals at the Brentwood Bay Marina*
- *Friends and Family discounts on hotel rooms*
- Employee referral program (cash bonus for successful candidates)
- Personal and professional development opportunities
- A beautiful location and work setting
- A team that is focused on mindfulness in work and life
- A place you actually want to come to work

# How to apply?

Please send your cover letter and resume to Josh Norman, Human Resources Manager at [hr@brentwoodbayresort.com](mailto:hr@brentwoodbayresort.com). Let us know what position you are applying for by using "Group Sales and Events Manager" as the subject line.