

Special Events Sales and Marketing Manager

The individual in this position will be responsible to secure all special and private events, ethnic concerts, and lead all marketing activities for our ethnic Thai restaurant. In addition, the individual will be responsible to meet all quarterly and annual sales goals, working alongside the General Manager, Head Chef to maximize event sales while exceeding client expectations and developing a strong relationship with clients and guests.

The position will at least have the following duties:

Develop and manage relationships with private event clientele and promote Siri Thai's private event program in the community through outreach

Develop and manage community outreach contacts for marketing special and private events organized

Develop and manage relationship with foreign talent performing at special and private events.

Manage all aspects of the private events sales, including client meetings, talent recruiting, contract negotiating

Manage event related finances, including pricing, sales goals, costs to maximize profitability

Monitor the company's monthly and quarterly sales goals

Coordinate all services for special and private events, including working with the Head Chef and General Manager to create competitive and attractive private event menu and drink offerings. Arrange transportation and accommodation when needed.

Supervise the execution of all private event orders, buyouts, banquet event orders, private dining events.

Be present during private events

Supervise the execution of all special events, including private concert and performance events.

Working with the General Manager and Head Chef identify and procure any additional equipment or service ware needed for all special and private events.

Educational and Other Requirements: Bachelor's degree in management with focus on marketing is required. Due to the fact that Siri Thai Cuisine is an ethnic restaurant, and caters special events to Thai speaking clientele, and organizes concerts, special and private events with Thai national performers speaking and writing in both English and Thai languages is necessary.

If you are interested in the position please send your resume in the body of an email (not as an attachment) to info@siri-thaicuisine.com