



## **Job Description**

### **Sales Coordinator – Groups and Events**

#### **Company Description**

Mont Cascades is a dynamic service company recognized for its two major sectors of activity: skiing and a water park, all set in an enchanting environment where fun and well-being take center stage. With over 400 seasonal jobs, Mont Cascades serves as an economic engine in the Outaouais region.

#### **Position Profile**

Under the authority of the Customer Service Director, the incumbent is responsible for promoting and selling products and services to current clients and soliciting new ones. He will be responsible to contribute to the growth of the company by developing new group sales and coordinating existing accounts. The main segments include school groups, corporate groups, private groups (25 people and more), special events and more. They must provide information about our services and products over the phone or in person, take reservations, welcome group leaders, book spaces or tents for groups, control admissions and collect associated fees, explain policies and regulations to groups, and ensure customer satisfaction during and after the service delivery. The incumbent will also plan and organize events, coordinate, support, and, when necessary, supervise staff during events. They will conduct infrastructure tours for potential clients looking to host their events and establish packages for private and corporate events. Collaboration with the Food Services Director to develop menus is also required and collaboration with the school snow director is also required. Participation in networking events to promote our services and products is essential.

#### **Main Functions**

##### **Primary Responsibilities – Group Services:**

- Perform planning and keep information up to date.
- Follow up with groups before and after sales.
- Relay information and changes to other departments.
- Determine information likely to be requested.
- Promote and sell products and services to current clients.
- Solicit new clients.

- Provide information about our services and products over the phone or in person.
- Receive group leaders.
- Welcome, guide, inform, and advise visitors on services, products, and activities of the company.

#### **Primary Responsibilities – Events:**

- Plan and organize events.
- Coordinate, support, and, when necessary, supervise staff during events.
- Conduct tours of facilities for potential clients hosting their events.
- Establish packages for private and/or corporate events.
- Collaborate with the Food Services Director to develop menus.
- Participate in networking events to promote our products and services.

#### **Essential Qualities**

The candidate must have completed secondary school (Grade 12) and have two years of experience in a related position. A college diploma in tourism or equivalent will be considered a significant asset.

The desired candidate must also possess the following certifications and skills:

- Advanced computer knowledge, including the use of software such as Outlook, Word, and Excel.
- Strong verbal and written communication skills in both official languages; knowledge of additional languages is an asset.

#### **Other requirements :**

- Experience in planning and implementing events.
- Ability to manage multiple competing projects while adhering to budgets and established deadlines.
- Ability to communicate consistently and coherently.
- Strong organizational skills and project management capabilities.
- Ability to collaborate with other departments (internally).
- Must be able to travel for work.
- Excellent interpersonal skills, team spirit, and a positive attitude.

**SALARY CONDITIONS**

Compensation will be determined based on the candidate's education and experience. This position requires working evenings, weekends, and/or holidays according to a variable schedule for a total of up to 40 hours per week.

Only selected candidates will be contacted.

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Human Resources

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