



JOB POSTING

Position Title: Group Tour Sales and Services Manager
Divisions: Sales, Services & Sports
Hours/FLSA Status: Full Time Exempt position with benefits
Salary/Benefits: Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.

Position Description:

Visit Albuquerque, a premier destination marketing organization in the Southwest, seeks a motivated and experienced Group Tour Sales and Services Manager to promote and sell Albuquerque as a premier group tour destination, generating business from the travel trade market including tour operators, group tour planners, group leaders and any other markets that may be related; thereby stimulating Albuquerque's economy.

Generates leads for group tour business, accomplished through industry events, online and various client contact to achieve specific room night and lead sales goals as assigned to achieve on a quarterly and annual basis.

Provides group tour and convention services support including the coordination of site visits, familiarization tours and convention services fulfillment as needed.

QUALIFICATIONS

Education/Experience

Bachelor's degree from four-year college or university with three plus years of outside sales or marketing experience or equivalent combination of education and experience. Degree in Hospitality, or Business-related field desirable.

Required/Acquired Skills, Knowledge and Competencies

Knowledge and appreciation of Albuquerque, it's hotel product and destination venues
Ability to perform outside sales functions.

Must be able to operate personal computer including lap top computer or iPad when traveling.

Ability to learn and be proficient with industry specific software (Simple View) required

Intermediate to advanced knowledge of MS Office 365 software including Outlook, Word, Excel, and PowerPoint

Must be able to prioritize multiple responsibilities and meet deadlines.

Analytical skills to be able to determine quality of business that results in best suited business opportunities.

Demonstrated strong written, verbal and presentation communication skills.

Ability and willingness to make routine decisions independently.
Develop or continue improving knowledge of Travel Trade industry
Organized and able to establish and maintain accurate filing systems
Skills and ability to operate general office machines such as computer, fax, copiers, telephone, etc.
Excellent interpersonal and presentation skills.
Demonstrated sales and negotiation skills with ability to develop client relationships.
Demonstrates ability to effectively present information and respond to questions from groups, clients, customers, and the general public.
Demonstrate professional and ethical conduct at all times in accordance with Company policy.
Must be well groomed and maintain a professional appearance at all times in keeping within industry standards.

Date Posted: June 6, 2023

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:

Human Resources -GTS
Visit Albuquerque
PO Box 26866
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Fax: 505-247-9101
e-mail: jobs@visitabq.org
www.visitalbuquerque.org
No phone calls please

Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.