## JOB POSTING

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>National Sales Manager, Western States</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Sales, Services &amp; Sports</td>
</tr>
<tr>
<td>Hours/FLSA Status:</td>
<td>Full Time 40 hours/week, Exempt position with benefits</td>
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<tr>
<td>Salary/Benefits:</td>
<td>Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.</td>
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### Job Summary:
Visit Albuquerque, a private not-for-profit sales and marketing organization, seeks a professional to promote and sell Albuquerque as a prime convention and meeting destination and booking conventions thereby stimulating Albuquerque’s economic development for growth.

This is accomplished through daily prospecting efforts and industry events, online and various client contact opportunities. To achieve specific room night and lead sales goals as assigned, which may be reviewed and adjusted at any time based on business needs.

Works collaboratively with Visit Albuquerque meeting and convention clients to strategize, plan and execute a variety of destination services to enhance and ensure a positive meeting/convention experience for planners and destination partners.

### Requirements:
Qualified candidates will have an Associates Degree in Hospitality, Marketing or Business-related field of study with 3 years of experience or a combination of education and experience.
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 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 ability to develop client relationships.
Demonstrated strong written, verbal and presentation communication skills.
Ability and willingness to make routine decisions independently.
Develop or continue improving knowledge of Hospitality, Convention or Tourism business
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.
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, 2023

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:
Human Resources – NSSM
Visit Albuquerque
PO Box 26866
Albuquerque, NM 87125-6866
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.