

## Job overview

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As a Sales Manager, you will be responsible for developing and implementing sales activities of the hotel in accordance with the Marketing Plan and assigned market segment. You will be generating revenue by attracting customers from around the world to be guests at our establishment. You will be maintaining the information flow to other departments regarding sales functions to maximize customer satisfaction and overall profitability of the hotel. Meeting with clients and arranging business deals are some of the primary job duties of hotel sales managers.

**What you can help us do:** Sell prospective and current guests on our hotel's services.

## What you will be doing

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### Your every day:

- Organize prospect files by listing information, such as names of officials and plans for conventions, to be used for promotional purposes.
- Contact executives of organizations to explain services and facilities offered by hotel and to solicit their business.
- Assure individual booking goals are achieved on a monthly, quarterly and annual basis.
- Complete the assigned minimum sales calls per week with existing and prospective clients, including outside, telemarketing, In-house site inspections, and client entertainment.
- Negotiate with clients to secure hotel room bookings.
- Work closely with reservations to ensure clients' needs are met for successful room night production.
- Executes projects for assigned market areas to increase sales volume and profitability.
- Conduct and or attend meetings to maintain favorable working relationships among company employees and promote maximum morale, productivity, and efficiency.
- Participate in business review meetings, special events, sales blitzes, sales meetings, etc.

## Requirements

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### What you need to perform this job successfully:

- Bachelor's degree (B.A.) from a four-year college or university preferred, plus 3-5 years of related work experience required.
- Preference of Business Travel or Meetings experience.
- Successful track record of coordinating projects and making timely decisions.
- Ability to balance team and individual responsibilities.
- Able to direct group towards mutual commitments, goals, and objectives.
- High levels of Professionalism required.

***This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***