

Sales and Catering Manager

Kana Hotel Group's mission is to be one of the most admired and service quality driven hotel companies in the industry. We will accomplish our goal by creating an atmosphere of friendly employee behavior and delivering the highest quality service and value to our guests.

From our Team Members to our General Managers and Regional Support team, we seek people who have a passion for the hospitality business and want to grow with us. Most of our existing leadership team members have been promoted from within the company. As a member of our team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's services. In return you will be given opportunities to grow and advance in your career.

Primary Responsibilities

- Solicit, negotiate and generate contracted revenues from volume prospects that meet criteria established in the hotel business plan
- Accurately prepare and present Requests for Proposals so that both guest and hotel receive a good value
- Prospect for new contract business using a wide variety of methods including phone calls, outside sales calls, attending community functions, internet prospecting, supplier partnerships, trade journals, etc.
- Develop, implement and constantly modify sales action plans
- Manage and maintain an accurate and up-to-date contact management system
- Negotiate and close contracts that meet the hotel's business plan objectives. Desired arrival, departure and volume patterns must be met
- Internally communicate guest requirements, thereby insuring all information is accurate between guest and hotel staff
- Coordinate and participate in target market trade shows and sales blitzes
- Conduct competitive analysis and maintain competitor files in order to be able to compete successfully
- Assists in the preparation of the weekly packet which includes the schedule of events and banquet event orders and resumes
- Assistance in the set up and servicing of meetings and in-house guests, group and transient
- Assistance with the inputting of special events, citywide conventions
- Distribution of promotional materials to specified markets, welcome centers
- Assist the Director of Sales with weekly reports on sales contacts
- Assistance in working any booth for trade show purposes, wedding showcase, bridal fair etc.
- Other duties as requested or assigned

Education/Experience

- High school diploma/GED required
- Minimum of 2-4 years Hotel Sales experience required in order to be considered.
- Attention to detail and organized
- Hotel experience in either corporate or leisure travel, with additional experience in meeting planning and events.
- Proficient verbal and written communication skills
- Various computer programs such as Microsoft Word, Excel, Outlook, Hilton OnQ, and Delhi Sales software R&I.
- Ability and flexibility to work various shifts including nights, weekends, and holidays

- *Our company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*