

**Job Title:** Sales Manager **FLSA Status:** Exempt

**Department:** Sales **Salary:** $46,000 - $50,000

**Reports to:** Director of Sales

**SUMMARY**

Under the direction of the Director of Sales, this position will promote Fresno/Clovis as a destination of choice for meetings, conventions, and other markets for the specific purpose of booking hotel room night generating events. Market Fresno County as a meeting site to state, regional and national accounts via telemarketing and direct client contact; sales lead generation and follow-up; account documentation; including but not limited to: tradeshow participation, sales blitzes, association meetings/luncheons, familiarization trips; direct mail campaigns and travel.

**ESSENTIAL DUTIES AND RESPONSIBLITIES**

Under the direction of the Director of Sales, continuously sell Fresno/Clovis hotels for room night generating events.

* Supports a high level of customer satisfaction
* Interact and establish relationships with key clients to sell Fresno/Clovis hotel properties
* Maintain personal sales goal targets and ensure all are met on a monthly, quarterly, yearly basis as directed
* Demonstrate an understanding of competitive markets and their current offerings
* Attend industry trade shows and sales missions
* Work closely with client and venue staff in servicing groups, collateral needs and special projects
* Keep accurate and up to date files on all client accounts to maximize prospecting and lead generation in Simpleview database
* Prepares sales leads and proposals related to convention/meeting event sales

**SUPERVISORY RESPONSIBLITIES**

Exercise no supervisory responsibilities.

**ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

* Client and hotel side event sales
* Convention center operations and bureau/center relationship
* English usage, spelling, grammar, and punctuation.
* Negotiating and contracting
* Microsoft operating system and Office software
* Customer service and business etiquette

**Ability to:**

* Represent the bureau in a courteous, professional and service oriented manner
* Stay educated on the latest trends within hotels and convention centers
* Travel and represent the bureau both locally, nationally, and internationally
* Maintain good organizational skills and multi-task in a fast paced environment
* Recognize business generating opportunities that will result in sales/bookings and the ability to negotiate terms appropriately
* Work independently in the absence of supervision
* To work evenings, weekends, and holidays based on client and office demands
* Establish, maintain, and foster positive and harmonious working relationships with co-workers and clients.

**EXPERIENCE AND EDUCATION GUIDELINES**

**Experience and/or Education:**

* Hotel sales experience
* Bachelor’s degree from an accredited institution or the equivalent of five years of hotel or hospitality sales experience
* Strong background in communication, and sales
* Be able to work well with the public, clients, and staff

**License or Certificate:**

Possession of a valid California driver’s license and the ability to show proof of insurance.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires prolonged sitting, standing, walking, reaching, kneeling, bending, and stooping in the performance of daily activities. Also required are grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, papers, and documents weighing up to 25 pounds is also required.

**WORKING ENVIRONMENT**

Thework environment characteristics described are high volume and fast paced. Employee must have the ability to work with a diverse population and in a standard office environment. Employee must be willing and available to work a flexible schedule. Reasonable accommodation may be made to enable individuals with disabilities to perform essential function