**JOB POSTING - Multicultural Sales and Services Manager**

Responsibilities

* Respond in a timely manner to all inquiries for future convention and meeting business
* Enter leads, distribute RFP’s to hotel partners and collect responses
* Develop and deliver bid presentations and service presentations
* Plan, coordinate, and execute customer FAM events
* Develop service promotion packages for upcoming conventions.
* Distribute marketing brochures, promotional materials, and digital resources for groups prior to and during their meetings
* Organize and attend site visits and pre/post meetings with meeting planners and vendors
* Input and manage multicultural data in CRM for accountability reports
* Prepare and process sales leads, bookings, lost business reports
* Maintain working knowledge of all hotels, attractions and services available in the destination

Education Experience and Qualifications

* Degree from an accredited college or university in Tourism/Hospitality preferred
* A minimum of 3 years hotel, convention center, or DMO experience required
* Must possess strong communication and customer service skills
* Able to establish priorities and meet deadlines effectively and efficiently
* Must be knowledgeable with presentation software program and customer databases
* Must be organized, detail oriented and self-motivated

Compensation & Benefits

Competitive salary is commensurate with experience

Incentive pay for completion of goals

Company paid healthcare premiums

Company funded HSA

100% Company paid life insurance, short-term and long-term disability

5% Company matched 401(k) plan with full vesting after three years

Generous paid time off

10+ Holidays per year

Ongoing career training and development

*If you are qualified & interested in this position, please send your resume to:* [*HR@VisitTampaBay.com*](mailto:HR@VisitTampaBay.com)