Come join our team!

We are a limited-service hotel in the heart of **King of Prussia**, **PA** in close proximity to one of the largest shopping malls.

Our **Sales & Marketing Department** has an immediate opening for a polished, organized, creative and hospitality-minded **Director of Sales & Marketing**.

This exciting opportunity will lead to professional development opportunities within the suburban market. This individual will oversee the sales efforts of the property specifically handling Corporate Business and other social related business. Soliciting new accounts, maintaining existing accounts and assisting with creating marketing projects that bring exposure to the Hotel will be an intricate part of this position.

**Summary of Essential Job Functions**  
• Direct the solicitation efforts of the sales staff through effective oral and written communication while overseeing rate, date and space commitments for group room sales within the hotel.   
  
• Interview, hire, train, recommend performance evaluations, resolve problems, provide open communication and recommend discipline and/or termination when appropriate. Use the PM Hotel Group efforts for all recruiting and on-boarding activities.  
  
• Ensure training programs are conducted regularly and PM Hotel Group standards of performance are met. Give guidance and counsel staff toward improvement.  
  
• Compile and/or direct the preparation of reports pertaining to the operation of the sales department to include, but not limited, to the annual and monthly forecast, marketing budget, lead management system, booking report, star reports and sales meeting minutes  
  
• Coordinate ongoing research of the travel industry to detect market trends and related information for development of new marketing strategies. Make reasonable recommendations to improve potential from various markets.  
  
• Develop and conduct persuasive verbal sales presentations to prospective clients. Internally promote PM Hotel Group programs.

• Meet with and entertain clients, some of which will require travel.

• Communicate both verbally and in writing to provide clear direction to the staff.  
  
• Initiate preparation of computerized annual sales & marketing plan and execute

plans as outlined, critically examining and adjusting as deemed necessary by

current market conditions.  
  
• Organize and/or attend scheduled sales department and related meetings.  
  
• Comply with attendance rules and be available to work on a regular basis.  
  
• Perform any other job-related duties as assigned.  
  
**Abilities Required**  
• Must have the ability to communicate in English. Self-starting personality with an even disposition.

•Always maintain a professional appearance and manner and can communicate well with guests.

•Must be willing to “pitch-in” and help co- workers with their job duties and be a team player.

•Knowledgeable of travel industry, current market trends and economic factors.

•Extensive skill in development and delivery of sales presentations.

•Ability to access, understand and accurately input information using a moderately complex computer system.

•Ability to effectively deal with internal and external customers and staff, some of whom will require high levels of patience, tact and diplomacy to diffuse anger, collect accurate information and resolve conflicts.

•Ability to stand and move throughout the hotel property and continuously perform essential job functions.