**Sales Manager**

**JOB SUMMARY**

Classic Hospitality is seeking a Group Sales Manager for The Residence Inn Bala Cynwyd, located along the river featuring an independent ground floor café, top floor full-service restaurant with banquet space, and a hiking and recreation trail. This individual is responsible for representing the company to customers, the public, government, and other external sources.

The Group Sales Manager will report to the Director of Sales and will be negotiating rates, managing group room inventory, assist in the execution of events within the hotel meeting room space and maintaining the overall quality of their experience. This candidate will also have Social Media responsibilities for all aspects of the hotel. Primary focus is to book, solicit and prospect new social business while maintaining current relationships with local venues to meet/exceed activity and revenue expectations using lead generation tools and resources for group, banquets, and tour markets.

**Job Duties and Responsibilities:**

* Create buzz and revenue opportunities for a brand-new Main Line riverfront hotel.
* Act as the main point of contact between all social event clients and hotel management team.
* Be the point of contact on the day of the event for all social groups and meetings.
* Market property using Social Media and traditional marketing channels.
* Qualify business opportunities, prepare contracts and proposals, attend networking events, perform site tours
* Must have the ability to multi-task and work independently to achieve/exceed goals.
* Responsible for tracking monthly catering and event revenues and reporting weekly/monthly/annually as necessary to the Director of Sales.
* Convey a strong belief in the hotel and confidently discuss hotel features, services and advantages.
* As the representative of the Company and hotel, professionally approach and communicate with current and prospective customers. Knowledgeable on market, positioning of hotel, amenities and brand. Understand booking patterns, trends, high demand times, and events in the market.
* Aggressively pursue all appropriate opportunities for customer solicitation and relationship building.
* Aggressively engage in creative networking, uncovering and cold calling prospective clients to generate activity for future business.
* Promote hotel as an “all in one” venue for Weddings, Mitzvahs, Corporate Events, etc.
* Enter room blocks and make rooming list adjustments as needed.
* Understands and adheres to hotel’s policies and Brand Standards
* Performs other duties as assigned.
* Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs
* Experience with Fosse and Delphi preferred

**Experience / Education:**

High school diploma or equivalent combination of education and work experience. 2+ years of hospitality sales experience