**Position: Sales Manager, Executive Meetings**

**Department: Sales & Marketing**

**License: None**

**Credential: N/A**

**Access Code: Z**

**Reports to: Director of Sales**

**Job Code: VFPMGCS00**

**Org Chart pages: 1**

**Date Last Approved: 7/22/13**

**SUMMARY DESCRIPTION:**

The team member in this position will manage short term group business from the inquiry phase to implementation of the sales agreement through execution of the meeting or event. Responsible for achieving short term group sales revenue goals through negotiating contracts with meeting and event planners. Ability to represent the property virtually, present power point presentations and at local industry events to drive revenue to the hotel meeting spaces.

**ESSENTIAL JOB FUNCTIONS/DUTIES:**

* Engage in a sales-focused atmosphere that promotes growth
* Maintain knowledge of competitors, understand SWOT
* Effectively communicate with internal and external stakeholders
* Full working knowledge of Salesforce including familiarity with blocking guestrooms and meeting space.
* Respond to qualified leads in tech portals and third party agency sites
* Prepares, plans and conducts property site visits
* Draft, prepare and negotiate hotel contracts with meeting and event planners
* Analyze and block function space for profit maximization
* Provide AV quotes and work closely with AV vendors
* Prepare BEO’s and work closely with the Food & Beverage department and Chef
* Coordinate and manage the details of banquet functions, attend and participate at BEO meetings
* Work closely with banquet department on operations and event execution
* Monitor group room blocks, and provide pick up reports as necessary
* Create Resumes and present detailed information at Resume meetings
* Ability to work effectively under time constraints and deadline
* Adaptable communication style to suit different audiences internally & externally
* Other duties as assigned

**Managing Profitability:**

• Create and maintain a continuous funnel of short term business related to the deployment

• Ensure advance planning for operational efficiencies and profitability

• Follow standard operating procedures

**Ensuring Exceptional Customer Service:**

• Create an atmosphere that meets or exceeds guest expectations

• Set a positive example for both team members and guests

• Interact with guests to obtain feedback on quality and service standards

• Respond to and manage situations requiring service recovery

• Strive to improve service performance

**JOB SPECIFICATION:**

Bachelor's degree preferred

Three (3) years of experience in a similar position preferred.

* Must be at least 21 years of age.
* Must be proficient in the use of Microsoft Office applications including Teams, Outlook, Word, and Excel; LMS, Salesforce and others.
* Proven history of sales and service that clearly showcases an understanding of guest service and revenue growth
* Broad understanding of managing all aspects of meetings and catered events
* Must have exceptional communication, interpersonal, customer service, and negotiating skills.
* Must be able to obtain/maintain any necessary licenses and/or certifications.