

ULCC ADOS Job Description



Position Title: Senior Sales Manager

Reports to: Director of Sales & Catering

Position Summary: The ideal candidate will have a dynamic selling background, experience working in a full-service hotel and be results driven.

Essential Functions:

- Solicit, contract Group business and consortia accounts via monthly and quarterly correspondence, outside sales calls and phone solicitation.
- Establish and maintain on-going relationships with current clients to generate business
- Actively sell group business through prospecting, repeat cliental and Cvent
- Monitor and track reservations through GDS to ensure accuracy and proper coding.
- Complete consortia and corporate RFPs for companies requesting negotiated rates.
- Generate leads from solicitation for catering and group business.
- Actively participate in key trade & business associations to generate leads and increase club visibility.
- Preparation and presentation of business proposals
- Keep abreast of market trends, competitor's activities, and guest/client feedback.
- Attend weekly Revenue and Sales meeting. Prepare weekly forecast reports and assist with budget preparations
- Coordinate outside sales calls to local companies and clients.
- Maintain complete knowledge of and comply with all departmental policies/service procedures/standards.
- Anticipate guests' needs, respond promptly, and acknowledge all guests
- Always maintain positive guest relations.
- Resolve guest/member complaints, ensuring guest satisfaction.
- Prepare correspondence, memos, proposals, contracts, and reports.

Director of Sales Qualifications

- One or more years of experience working as a sales manager in a full-service hotel with knowledge of hotel systems and functionality for sales.
- Complete understanding of multiple market segments including Group and Special Corporate (BT)
- Solid understanding of Catering Sales and F&B
- Strong oral and written communication skills combined with computer, presentation, and negotiation skills.
- Excellent time-management skills
- Strong decision-making capabilities and strategizing skills.
- Understanding of various market conditions and influencers.

Education and/or Experience

- Bachelor's degree or a combination of advanced education and equivalent work experience.

- Proven ability to sell.
- Must have an outgoing, sales minded personality with the ability to close.