

Full Time Sales Manager

Fripp Island Resort, Inc. is seeking a full-time sales manager. Our sales managers are responsible for handling groups including weddings, golf, and social events. The primary purpose of this position is to generate and book new business while maintaining the existing client base. This position works regularly with other departments of the resort. Job duties include generate new business leads and maintain existing client base through telephone and on-site sales calls, up-selling products and services, closing the best opportunities for the property, gather and input all important customer data in order to plan appropriately, close sales by collecting client deposits and signed contract, conduct site inspections for generated leads, arrange pre-convention meetings with planner and in house managers, attend each function as the primary contact for attendees, manage the event progress seamlessly by following established procedures, collaborating with other departments and ensuring accuracy, book tee times, attend some trade shows and seminars, help book accommodations for clients and their guests, and perform other duties as assigned.

Key Competencies include strong work ethic, negotiating and closing, attention to detail, relationship builder, multi-tasker, problem analysis and solving, excellent communicator, confidentiality, and integrity. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning, and sustainable.

Position requires working a flexible schedule including nights, weekends and holidays. A two-year degree from an accredited university is preferred. A high school diploma or equivalent is required,

as well as acceptable criminal background screen and Motor Vehicle Report.

Benefits include 401k, Health and Dental.

The amenities of Fripp Island Resort can be made available with supervisor approval and include discounts at restaurants, golf, tennis, recreation, marina, pools, and excursions.