

Job Title: Sales Manager
Department: Group Sales
Reports to: Director of Sales
After six months of full time employment, this position is eligible for benefits as stated in the Employee
Job Compensation: Manual.

Job Summary: 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:

- 1 Generate new business leads and maintain existing client base through telephone and on-site sales calls.
- 2 Up-sell products and services, closing the best opportunities for the property.
- 3 Gather and input all important customer data in order to plan appropriately (e.g. customer's goals, specific needs, key account info, etc.)
- 4 Closes sales by collecting client deposits and signed contract.
- 5 Conduct site inspections for generated leads.
- 6 Arrange pre-convention meetings with Planner and in house Managers. Attend each function as the primary contact for attendees.
- 7 Manage the event progress seamlessly by following established procedures, collaborating with other departments, and ensuring accuracy.
- 8 Book Tee Times.
- 9 Arrange pre-convention meetings with Planner and in house Managers. Attend each function as the primary contact for attendees.
- 10 Attend some trade shows and seminars.
- 11 Help book accommodations for client's and their guests
- 12 Perform additional duties as assigned.

Knowledge, Skills, and Abilities: Experience telephone sales with proven sales negotiating and closing skills
Speak with others using clear and professional language
Prepare and review written documents accurately and completely
Answer telephones using appropriate etiquette
Outstanding interpersonal skills and attention to detail
Ability to handle confidential and sensitive information
Ability to handle multiple guests and operational demands with a high degree of professionalism, operating often with time sensitive deadline
Proficient computer skills and knowledge
Ability to work a flexible schedule including nights, weekends and holidays

Key Competencies: 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.

Qualifications: Two-year degree from an accredited university preferred.
A high school diploma or equivalent
Two years working in the hospitality industry