

Job Title: **Hotel Sales Manager**

Status: **Full Time, Hourly**

Job Reports to: **General Manager**

Job Summary: Responsible for revenue enhancement for all Combination Seven LLC properties to include rooms, food and beverage and retail sales concentrating on Corporate Group, Association, Tour and Travel, Leisure, Government and SMERF. Will also support Longshot LLC in sales and marketing efforts.

Essential Job Duties:

- In conjunction with the General Manager and management team, develop and work lists of potential group market segments
- Work with managers to develop new sales and marketing material(s) such as sales kits, online marketing, database building and reporting
- Follow up on leads generated by NCOT, Silver Trails and other entities
- Follow up on leads generated via calls or site visits directly to the hotel
- Meeting with potential clients
- Keep a record of all the existing clients and prospective clients and contact them on a regular basis to inform them about new services or offers being given by the hotel
- Agree upon the terms and conditions of the contract with a client and prepare the paperwork required
- Work closely with Hotel and Food and Beverage and corporate marketing managers ensuring good communication and execution on all facets of sales made or pending
- Act as the point person for hotel and F&B for the groups needs
- Develop group resume's and BEO's for proper communication
- Make regular reports to the management of the hotel regarding sales details
- Ascertaining that both the management of the hotel as well as the clients are happy with the contract from inception through conclusion
- Field any queries from customers and answer them satisfactorily
- A strong knowledge about the facilities and policies of the hotel, brewery and gaming facilities
- A pleasing personality to put clients at ease while striking deals
- A thorough knowledge about sales and marketing strategies
- Excellent communication, negotiation and manipulative abilities
- Excellent managerial abilities
- Excellent customer service skills and ethics

Supervisory Responsibility:

- Will work closely with operations team.
- Will coordinate and communicate various needs of the guests with operations team
- Will be flexible with schedule

Job Requirements:

- Previous group sales experience
- Ability to interact with guests positively and motivate staff at all levels

- Travel, approximately 10 - 15% of time

Other:

- Excellent communication and leadership skills
- Up to date with hospitality trends and best practices
- Works closely with peers and subordinates of all departments of Combination Seven LLC. promoting teamwork and success of the overall property (s)
- All other duties as assigned