**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Convention Sales Manager
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Markets hotel and its meeting facilities to corporations, associations, and other organizations as a convention/meeting venue. Generates revenue to meet or exceed budget expectations. Works closely with the General Manager to develop an effective marketing plan and direct the convention sales effort as described in the marketing plan.

* Solicits, negotiates, and books new and repeat business through various efforts (outside sales calls, telemarketing, mailings, referrals, property tours, networking, etc.). Maximizes convention revenue to meet/exceed goals.
* Designs new programs and campaigns to develop additional convention sales from the various market niches.
* Markets city and property as a desired destination at trade shows and conventions.
* Ensures prompt and systematic servicing of all business accounts.
* Develops and maintains marketing plan and convention sales budget.
* Maintains high visibility in the surrounding community and in the hospitality community.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Degree in Business or equivalent combination of education and experience.
* Minimum of three years of sales experience required; hospitality sales preferred.
* Excellent leadership skills and strong revenue management skills. Must be innovative and self-motivated.
* Knowledge of surrounding areas and local events.
* Outstanding communication and organization skills.
* Must maintain a high level of professional appearance and demeanor.
* Must have a current driver’s license with a satisfactory motor vehicle record and use of a vehicle which is insured and maintained in good condition.
* Some travel may be required.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.