**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: 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.*

Generates revenue to meet or exceed budget expectations. Works closely with the General Manager to develop an effective marketing plan and direct the sales effort as described in the marketing plan. Plans and administers sales policies and programs to foster and promote hotel patronage.

* Establishes and maintains accounts and develops relationships in the marketplace.
* Identifies and analyzes competition, both locally and regionally.
* Designs new programs and campaigns to develop additional sales from the various market niches. Makes face-to-face sales calls.
* Ensures prompt and systematic servicing of all business accounts.
* Develops and maintains marketing plan and sales budget.
* Maintains all sales systems, such as sales records and reports, conference calendar, traces of history and potentials, logs of groups not previously accommodated, and mailing lists.
* Provides sales training to hotel staff, as appropriate.
* 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.
* Must be able to work independently and have the drive to succeed.
* 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.