

## **Embassy Suites Philadelphia Airport - Group Sales Manager Opportunity**

Remington Hotels is one of the largest, privately held hotel management companies in the United States. As a world-class leader operating over 90 + hotels (Marriott, Hilton and Starwood) and over 17,000 hotel rooms in 27 states, our Guiding Principles, key hotel Drivers and our Associates contribute to Remington having been consistently recognized among many of the world's best lodging brands for our operational expertise and guest service results.

The Group Sales Manager will be responsible for the development of the following market segments: Government, Association, Tour & Travel. Sales Manager is will also solicitation of new customer relationships and accounts while maintaining existing relationships with current accounts.

### **Group Sales Manager will be responsible for performing the following tasks to the highest standards:**

- The Group Sales Manager will participate in the development, implementation and achievement of the annual business and market plan objectives to achieve individual sales goals
- Lead the sales process via outside sales calls, prospecting, hotels tours and hosting of clients to solicit new and repeat business
- Prepares proposals and contracts that are geared to client needs and align with the financial goals of the property
- The Group Sales Manager reviews individual and team goals on a weekly basis; takes appropriate actions to update and to achieve objectives in key result areas
- Attend sales departmental meeting and other scheduled meetings to support business operations.
- The Group Sales Manager maintains the proper and timely flow of information to both the external as well as internal customer.

### **Group Sales Manager Requirements:**

#### **Education & Qualifications**

- High school diploma or equivalent; Bachelor's degree preferred
- Minimum 2+ years corporate hotel sales experience required.
- Local market knowledge preferred
- Proficient computer skills including Microsoft Office suite.
- Experience with Delphi system or similar system required.
- Strong negotiation skills, detail oriented, able to articulate clearly and fluently and strong communication skills required.

#### **Group Sales Manager Skills & Specifications**

- The Group Sales Manager requires excellent organizational skills, polite and persuasive communication skills, customer services experience.
- Pays attention to detail and Strong ability to meet deadlines.
- Passionate, hard worker and well organized professional with power to prioritize and multitask.
- Should exert sound judgment, discretion and preserve confidentiality.
- Ability to travel when needed although limited.

**Other:** The hotel functions seven (7) days a week and twenty-four (24) hours per day. All employees, both management and hourly, must realize this fact and be aware that at times it may be necessary to move employees from their accustomed shift as business demands.

Contact information: email your resume with "*Group Sales Manager*" in the subject line to shalanmoss@remingtonhotels.com or pick up/complete an application **9000 Bartram Avenue, Philadelphia, PA 19153**