

Growth Properties Position Description

Title: Sales Manager

Property: Holiday Inn Philadelphia, Cherry Hill, NJ

Immediate Supervisor: DOS or General Manager

Education: High School Diploma

Experience: One to two years experience in the hotel sales and marketing areas.

Essential Functions:

- 1- Direct solicitation efforts by personal sales calls, telephone sales calls, and emails to assigned market segment.
- 2- To conduct site inspections with potential clients.
- 3- To coordinate and assist DOS or General Manager with any special promotional activities.
- 4- Maintain personal, phone or email contact with existing accounts to ensure that they remain satisfied with our hotel and its service.
- 5- Responsible for the following activity quotas: Prospecting Phone/Email, Maintenance Phone/Emails, Outside Sales Calls, Networking, Site Tours, and the documentation of each in the electronic sales system.
- 6- Follow-up with clients to make sure every hotel employee they come in contact with is satisfactorily performing their job.
- 7- Prepare proposals and contracts for new business.
- 8- Receive and answer inquiries for group rooms, events, and negotiated rates.
- 9- Attend networking events and training sessions that are relevant to hotel sales.
- 10- Coordinate with the DOS or GM on special rates or any other special request, in an effort to bring business into the hotel.
- 11- Adhere to all policies and procedures as stated in the hotel's Employee Handbook.
- 12- Follow and complete tasks as outlined in the Marketing Plan.
- 13- Perform all other duties as assigned by management.
- 14- Prepare activity and productivity reports, and monthly statistical reports assigned by the DOS, GM or Growth Properties Corporate DOS.
- 15- Prepare expense reports for all out of pocket expenses.
- 16- Use of the electronic sales database system is necessary to maintain accuracy of client detail and to complete tasks efficiently.
- 17- The sales manager will proactively focus on their assigned market segment. However, the sales manager must also be willing to assist with all segments (when required) for the over-all success of the hotel.

Accountability: To produce the maximum sales volume from assigned market segments while meeting and/or exceeding monthly sales call quotas and revenue quotas.

OTHER

Regular attendance in conformance with standards, which may be established by management from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.

This list of essential functions is not exhaustive and might be supplemented as necessary.

***For those interested in applying, please send resumes to Elizabeth Cimino**
Elizabeth@gpim.net.*