

## **SALES MANAGER / Salary Position**

### **Summary:**

Remington Hotels is one of the largest, privately held hotel management companies in the U.S. 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. If you are performance oriented and looking for an opportunity to be a part of a dynamic, values driven company - committed to growth and a strong "promote from within" philosophy, we invite you to apply with us!

### **Description:**

The Sales Manager is responsible for increasing profits by increasing room sales and generating business through aggressive sales efforts. Candidate must have minimum of 2 years hotel sales or related industry experience. Must be self-motivated, detail oriented and possess excellent communication skills.

## **SALES COORDINATOR / hourly position**

We are currently seeking a Sales Coordinator to join our amazing team!

### **Purpose of the Position:**

To assist the sales team by accurately and efficiently performing the execution of paperwork and coordination of details. Providing assistance in the sales process by qualifying and booking pop-up inquiries when appropriate.

### **Responsibilities include Some of the Following:**

- Support the Sales team by entering reservations, rooming list, creating proposals,
- Efficiently, courteously and professionally answer telephone inquiries, accurately transfer calls to appropriate sales/catering managers, take accurate and detailed messages
- Maintain the sales tracking program on a daily basis
- Create banquet door signs, banquet checks, and tracking report
- Work with Director of Sales and Revenue Manager with maintain group rooms and inventory system.
- Imputing Hilton Honors and Meeting Planner Surveys
- Prepare Sales Kits, Making Copies, Office Supply Orders

### **Essential Skills:**

- Excellent communication skills, both written and verbal
- 1 year in a Hotel Front Desk environment
- High level of IT skills, including Excel, PowerPoint, and Word
- Proactive approach to meeting deadlines and targets
- Excellent organizational and administration skills

- Detail oriented
- Ability to work independently
- Outstanding people skills for overseeing a high level of guest service
- A strong ability to multi-task
- Demonstrated problem-solving skills
- Maintains working relationships and communicates with all departments
- Upholds the hotel's commitment to hospitality
- Previous experience in the hotel industry, specifically in a sales role
- Knowledge of Hilton, Delphi and plus

\*If interested in applying, please contact Allison Cole at [Allison.Cole@Hilton.com](mailto:Allison.Cole@Hilton.com)