



Position Highlights:

Title: **Hotel Sales
Manager**

Location: **Nook Sports**

Status: **Full-Time**

Pay Rate:

**Commensurate
Experience**

Job Level:

Management

Department: **Sales**

Job Description:

The Hotel Sales Manager is responsible for developing group room night business for the hotel through active solicitation of identified target markets within the established revenue management guidelines. Works with complex sales team to maximize revenue and utilization of meeting and event space.

Essential Job Functions:

- Exceed budgeted room night and revenue sales goals by achieving established sales solicitation expectations, sales calls, and site visits
- Identify primary markets such as New Jersey, Pittsburgh, Baltimore, Washington DC, Harrisburg and Philadelphia and solicit regional, state and national companies and organizations for the purpose of their consideration to host a meeting or event
- Conduct hotel and complex presentations to meeting planners and planning committees for the purposes of developing a booking
- Attend trade shows, evaluate, select and prepare strategic objectives for trade show participation and execution
- Develop and maintain a well-informed, working knowledge of competing hotel properties as well as attractions available in Lancaster County
- Work with local CVBs by responding weekly to requests for meeting and convention leads. Participate in appropriate activities coordinated by CVB
- Represents hotel and complex at industry and networking events when appropriate
- Assist with recommending and maintaining a supply of promotional materials and trade show gifts used by the Sales Department
- Assist with annual budget preparation as well as monthly forecasting
- Manage hotel Group Rooms Control Log – group limits, room pick up, and rate adherence
- Responsible for contract execution with group bookings within established guidelines
- Oversees group room pick-up and manages group blocks in order to maximize occupancy and revenue
- Stays informed of industry trends and happenings through research, networking, and attending industry events
- All other duties as assigned

Basic Qualifications:

- Must be 18 years of age or older
- Must have dependable transportation to and from work
- Must have valid Driver's License
- Ability to read, speak, and understand the English language
- Associates degree or equivalent preferred or equivalent combination of education and experience
- Must have at least five or more years related hotel sales experience

Preferred Qualifications:

- Bachelor's Degree in Sales, Business, Marketing, Hospitality or a related field
- A positive and friendly attitude towards guest, customers, and fellow employees
- Must have high level of interpersonal skills and ability to deal effectively with the public to serve as liaison to high profile members of the community and the tourism industry
- Ability to safeguard confidential information
- Must be extremely detailed with outstanding communication skills
- Ability to work with minimal supervision
- Capability to multi-task and manage planning of multiple events at once
- Previous experience working with BEO's
- Outstanding demonstration in meeting strict deadlines
- Ability to handle tense or stressful situations
- High level of computer knowledge including all Microsoft Office programs, and event management software

Working Conditions:

- Flexible schedule including evenings, weekends, and holidays
- Physical requirements necessary include walking, standing, bending, and lifting, sitting for long periods of time while typing on a computer
- Must be able to lift a minimum of 35 pounds

Please [click here](#) to print and complete the application. For all full-time positions, please include a copy of your resume when sending your completed application. All information should be returned via email to jobs@nooksports.com or applications can be returned to Spooky Nook Sports, located at: 2913 Spooky Nook Road, Manheim, PA 17545