



## Employee Requisition Form

### Position to Be Filled: HOTEL SALES AGENT

**Responsible:** for expanding and maintaining the Hotel's network of clients by selling and promoting the Hotel's amenities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Solicit, negotiate and book new and existing business to meet/exceed revenue goals through telephone solicitation, outside sales calls, presentations to companies, mailings, networking, site inspections and written communication.
- Exceptional relationship building qualities, to ensure long-term business relationships.
- Proven ability to build strong and long-lasting relationships with clients.
- Must be able to make personal sales calls with professional attire and represent the hotel at various industry related functions.
- Prepare and execute a Sales Action Plan to include performing personal and telephone sales calls, qualifying and prospecting for new business, attending industry events and trade shows.
- Strong communication skills. Must possess the ability to present, negotiate, convince, sell, and influence buyers in a variety of markets and levels of expertise.
- Experience making presentations in front of groups.
- Travel to specified geographic area, developing the territory as thoroughly as possible. Identify and target prospective customers and new business from the above-mentioned markets.
- Accountable for booking groups and transient business originating from the assigned market segment.
- Schedule effective business trips and appointments within assigned markets.
- Quote rates and negotiate group room's contracts within established parameters.
- Accept deposits and payments on quotes from new and existing business.
- Keep accurate records of potential customers and follow through on all potential business.
- Ensures a maximum level of service and satisfaction is achieved and maintained, by managing a trace system that monitors accounts by regularly scheduled client contact.
- Generates proposals, reports, and other miscellaneous paperwork.
- Participate in prescribed training and special projects.
- Demonstrate initiative to meet and/or exceed client expectations. Well organized, detail oriented with excellent follow up skills. Strong phone/verbal and written communication skills.
- High school diploma or general education degree (GED) required.
- Marketing degree or related experience preferred.
- Minimum of 2 years sales experience – Hospitality sales preferred.

**Reports To:** Hotel Operations Manager

**Approximate Hours:** Full time

