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# Example of Hotel Sales Manager Job Description

Our growing company is searching for experienced candidates for the position of hotel sales manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for hotel sales manager

* Proactive and reactive sales management, to achieve budgeted total revenue for the Rooms, conference and events segment of business at the hotel
* Build lasting and productive client/Agent relationships, through effective and efficient proactive sales management
* Seek out new clients and business that would increase revenue for the hotel
* Create a motivated sales team committed to achieving beyond targeted results
* Assist in creating a sales culture throughout the hotel through effective communication/training
* May assist in developing and implement sales actions plan as assigned
* May assist client in menu planning
* Actively solicit business for meetings and events that require guest rooms with meeting space
* Identify new ways to expand existing client base
* Negotiate hotel services with guests to achieve maximum profitability while meeting the guests’ needs

## Qualifications for hotel sales manager

* 1 year technology sales or hospitality experience preferred
* Prior sales experience in audiovisual is a plus
* Knowledge of hospitality industry and sales processes preferred
* These skills and abilities are typically acquired through the completion of a Bachelor’s Degree or equivalent in marketing, business, or related field, through two to three years of experience in hotel selling
* Synergize with other departments to ensure quality to the guest and/or group satisfaction
* Address and resolve challenges regarding bookings