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# Example of Hotel Sales Manager Job Description

Our company is looking for a 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

* Maintain knowledge of competitor’s sales and convention programs in order to generate future leads and be able to sell against the competitive set’s strengths and weakness
* Maintain relationship with clients and drive sales renewals
* Work in collaboration with the product team to improve of media and data offering by regularly capturing and communicating the client needs
* Virtual locations will be considered
* This role is for up to 12 months with opportunity for permanent position
* Experience of selling advertising and data subscriptions
* Responsible for the solicitation and booking of group convention and travel industry business involving the handling and processing of individual accounts from solicitation to servicing, including group resumes
* Participates in sales trips and trade shows, as assigned
* Conducts self as a professional to the general public at all times
* Ability to learn different software applications , Delphi, Micros

## Qualifications for hotel sales manager

* Understanding of Hoteligence 360
* Previous sales experience in 4/5 star hotels
* Experience in the local and International Group market is desirable but not essential
* Hotel sales & marketing related courses
* Bachelors degree or equivalent experience with minimum 2 years catering sales and service experience
* Prefer audiovisual equipment, Lynx and Oracle knowledge