

Example of Group Sales Job Description

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Our company is growing rapidly and is hiring for a group sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for group sales

- Maintain high-level contact and communication with assigned agencies/advertisers to uncover existing and new opportunities needs for new products to be communicated back to Product Development
- Direct the management of payroll and expense budgets for areas of responsibility
- Coach and develop local market sales leaders (including one-on-ones, professional development,) to generate world class sales multiplatform results and ensure action plans and sales best practices are implemented and tracked
- Act as a liaison for Senior Group Sales Manager when they are unavailable and be prepared to run site tours
- Maintain awareness of market conditions and competitive set, and its impact on the hotel
- Meet or exceed annual sales revenue goal
- Tracker – Accurately track all sales activity/daily
- Sales appointments – Accurately track weekly sales appointments with a minimum of 6 qualified appointments per week
- Reserve and build overnight contracts
- Handle initial enquiries for adhoc group requests including quotes and requesting space

Qualifications for group sales

- Enforce Corporate and Office standards and procedures as it relates to all sales-related Client and Corporate Information Systems
- Become proficient in all sales – related client and corporate information systems
- Other duties, as required, related to Sales related systems or hotel operations
- Experience as a manager in sales (ex
- Prefer selling, negotiating, business writing and presentation skills training