

Example of Group Sales Job Description

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Our innovative and growing company is looking 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 banquet collateral, POP, banquet equipment pars
- Establish organized filing system to track repeat business and trace files to generate core business and maintain existing accounts
- Network to build business by entertaining perspective clients, join organizations with networking opportunities to generate opportunities
- Work closely with Director of Group Sales to develop quarterly action plans in order to maximize space and revenue during slower period
- Ensure clear communication through sales system of these accounts and their potential
- Produce periodic reports and forecasts for the team
- Ensure sufficient accounts in the pipeline
- Manages a designated market territory based on annual room night and revenue target
- Actively prospects and solicits new and existing accounts to meet/exceed revenue goals through telephone solicitation, conducting outside sales calls, online bidding/contracting, site inspections, client entertainment, contracting, RFP responses, and written communication
- Maintains Delphi Sales Automation file database with account activity recorded to company standard

Qualifications for group sales

- Must be able to work a flexible schedule, which may include evenings,

- Required clerical responsibilities
- Minimum of five years hotel sales experience a must with established strong relationships within the NY/NJ group Market in all key segments Financial, Association, Corporate Meeting, Incentive and Insurance
- Incentive Market sales experience is required
- Minimum three years of group sales experience