

# Example of Group Sales Job Description

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Our growing company is searching for experienced candidates for the position of group sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for group sales

- Promotes positive relations with guests, customers, and employees
- Assists with and completes special projects and assignments as designated by the Director of Sales and Marketing/Director of Sales
- Prepare and submit proposals
- Ensure accurate and timely updating of a record of all relevant activities and customer information in the provided Sales System
- Make personal visits, when necessary to target areas and call on Companies and associations located in a specific market or area
- Book meetings, conferences and social guests from assigned areas
- Dedicate time to direct telephone sales
- Rework and maintain old account files and solicit new accounts
- Attend trade shows pertinent to assigned areas and attend meetings, seminars and functions through membership in association
- Maintain a constant contact with Corporate and Association meeting planners

## Qualifications for group sales

- Should have minimum of 1-2 years experience within a group sales focused role
- Familiarisation with fares
- Demonstrable airline and customer service experience
- Ability to sell product and service

- Sectors identified & profiled