

***A HOTEL WITH THE FREEDOM OF STYLE!***

***Located in the heart of Central Alberta, the CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE is the ideal place to grow your career in hospitality while providing excellent and personalized service to our guests while working within a positive team environment.***

The largest conference hotel in Central Alberta, the Cambridge Red Deer Hotel & Conference Centre is seeking a **Hotel Sales Manager** targeting guestroom business. The **Hotel Sales Manager** is responsible for attracting, seeking, prospecting, qualifying, soliciting, and booking, yield effective guestroom business.

**Duties and Responsibilities:**

- Responsible for the growth and development of Corporate Transient and Group Room business.
- Accounts will be prospected, developed and maintained by consistent, proactive & targeted sales initiatives.
- Conduct outside sales calls, telephone solicitation and site inspections to build relationships and aggressively target the business according to the company's goals.
- Close sales and conduct meetings to established long and short-term business goals within budget.
- Support and contribute to the goals of the team and recommend revenue producing activities and ways to implement.
- Develop and implement effective sales action plans.
- Achieve and exceed revenue quota on a monthly and quarterly basis
- Achieve weekly activity goals: sites, prospecting calls, entertainment, and sales calls.
- Must be willing to work a flexible schedule to meet the client's needs.
- Participate in activities inside and outside of the hotel to network, build relationships and secure new business. Have a strong presence in the local market. Participate in FAMS, sites, entertainment, tradeshow and industry events.
- Be able to plan and execute sales trips into various areas.
- Preparation of weekly sales reports, implementation of property/individual action plans and participation in weekly and quarterly meetings.
- Assist with various assignments and/or projects as assigned by management.
- Assist the team in the preparation of the annual Sales & Marketing Plan, including competitive analysis, and development of sales strategies and sales activities.
- Ensure that current and prospective databases and client files are maintained, current and accessible.
- Assist with various assignments and/or projects as assigned by the General Manager.

**Education, Experience, Knowledge and Skills Required:**

- Two or more years' experience as a Sales Manager in the hospitality industry preferably selling to the Corporate market.
- Post-secondary education in business, marketing, sales or equivalent.
- Computer literacy (Excel, Word, Outlook, Delphi, PowerPoint, Internet, email etc.).
- Highly energetic, aggressive self-starter and well-developed sales skills including excellent negotiation, prospecting, presentation, and verbal and written communication skills.
- Has established industry contacts and knowledge of marketplace.
- Strong organizational skills.
- Strong written and verbal communication skills.
- Commitment to superior customer service.
- Works well under pressure.
- Must possess a passion for hospitality sales.
- Perform at a high level with minimal supervision and committed to meeting timelines/deadlines.
- Must have valid driver's licence with a vehicle, and be available for out of town travel.
- Able to adapt to a flexible work schedule to meet client's needs, attending after hour business functions as necessary.

**Hours of Work:**

The hours of work for this position are typically Monday to Friday, 8:00 a.m. to 5:00 p.m. Additional hours or hours outside of these timelines may be required due to operational requirement. Any additional hours or overtime must be approved by the General Manager **prior** to being worked.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to Human Resources. Please ensure the name of the position is included in the subject line. This position will remain open until a suitable candidate is found. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

**CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE**

3310 – 50<sup>th</sup> Avenue, Red Deer, Alberta T4N 3X9

[www.cambridgereddeer.com](http://www.cambridgereddeer.com)