

CORPORATE SALES MANAGER

Binghamton, NY

Holiday Inn Binghamton Downtown is seeking a full time experienced and energetic individual with a proven track record of hotel sales experience for Corporate Sales Manager. The ideal candidate will exemplify and promote the exceptional standards set forth by our team and the hotel brand

Scope:
Responsible to drive Hotels' revenues through effective targeting, soliciting, qualifying, and closing of business within assigned market segments

All to be completed in accordance with the overall Hotel's strategic plans

Primary Responsibilities:

- Contributes to overall strategic goals, initiatives and objectives with true visionary direction
- Ensures that leadership style contributes to a high departmental moral and demonstrated positive growth within the Employee Satisfaction Index
- Develops short-term tactics and long – range strategic plans and programs.
- Develops and maintains relationships with key clients in order to produce group and/ or convention business.
- Negotiates guest room rates, meeting room rental, and hotel services within approved booking guidelines.
- Conduct site inspections of the property and entertains qualified potential clients in accordance with company and property policies and procedures.
- 80% of activity will be outside of the hotel on sales calls and other related activities
- Travel to other cities and possible overnights may be required.
- Must have access to automobile and will be expensed for outside travel.
- Other duties as assigned by supervisor or management.

Requirements:

Skills:

- Strong written and oral communication skills
- Excellent telephone manner and interpersonal skills
- Strong interpersonal and decision making skills
- Proven sales and negotiation skills
- Planning and organization skills with attention to detail
- Ability to prioritize and flexible to change
- Ability to work independently and also in a team environment
- Strong working knowledge of Microsoft Word/Excel and any other software
- Knowledge of a property management system such as Choice Advantage
- Valid driver's license and access to a vehicle if required

Working Conditions: Will be required to work in fast paced

Will be required to work some evenings, weekends and holidays

