



JOB TITLE: Sales Manager – Site Inspections

SALARY RANGE: \$54,000 - \$65,000

OPENING DATE: September 20, 2018

CLOSING DATE: UNTIL POSITION IS FILLED

WORK HOURS: 8:30 a.m. – 5:30 p.m., some evenings and weekends, and some travel

JOB SUMMARY:

Under the direction of the Associate Director of Sales at Visit San Antonio, is responsible for promoting San Antonio as a convention, meeting, tour, and incentive destination; securing definite commitments from associations, incentive planners, corporations, etc. to utilize hotel rooms and meeting facilities. Significant role of the Site Inspection Sales Manager will be to work extensively with the convention center, hotel partners, restaurants, and venues. May exercise functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Works with sales managers to coordinate group site inspections and client familiarization trips
- Prepares itineraries for clients to include convention center, hotels and local venues.
- Develop profile of customers and organization to insure partners understand group needs.
- Physically accompany clients on tour of convention center and venues.
- Coordinate transportation needs for clients including airline tickets and all local transportation needs.
- Assists with tours of the convention center and venue.
- Travels as necessary to support site inspection opportunities if necessary.
- Prepares presentations for groups and individuals.
- Performs related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Valid Class 'C' Texas Driver's License.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of procedures in conducting site inspections of hotels, facilities, attractions, film locations, etc.
- Knowledge of procedures in correlating computer database information with clients.
- Knowledge of hotel reservation procedures and policies and ability to program hotel room inventories.
- Skill in utilizing a personal computer and associated software programs.
- Ability to plan and host domestic and international sales calls and social and business functions.
- Ability to make sales presentations and prepare reports.
- Ability to communicate clearly and effectively, both verbally and in writing.

- Must be able to manage time effectively and prioritize work load.
- Must be able to work flexible hours based on demands of job.
- Must be able to travel outside city (including overnight).
- Strong leadership ability in guest/customer hospitality.
- Exemplifies customer service.

APPLICANT INFORMATION:

If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from men, women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged to apply.

PHYSICAL REQUIREMENTS:

Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment with some traveling and use of personal Smartphone required.

To apply for this position, please send your application, resume, and cover letter to jobs@visitsanantonio.com