



**JOB TITLE: Senior Sales Manager**

**SALARY RANGE: \$56,246.58 - \$84,370.00 Annually**

**OPENING DATE: April 23, 2018**

**CLOSING DATE: UNTIL POSITION IS FILLED**

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

**JOB SUMMARY:**

Under general direction, exercises independent judgment and initiative in managing high-level sales accounts. Responsibilities include promoting San Antonio as a convention, meeting, and incentive destination; securing definite commitment from associations, incentive planners, corporations, etc. to utilize hotel rooms and meeting facilities. May exercise functional supervision and development training over assigned staff.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for handling major accounts with high priority.
- Identifies and maintains files on organizations or groups with convention potential, of which the majority are national or regional associations or corporations.
- Plans, develops, and supervises the promotion of City-wide conventions.
- Prepares and gives presentations which illustrate the desirability of San Antonio as a convention site.
- Meets with organization executive planners and conducts site inspections of hotels, meeting facilities, and visitor attractions to familiarize them with San Antonio.
- Staffs exhibit booths at trade and other association market shows.
- Assists with determining and developing account management strategies for the geographical territories.
- Develops budget and communication plans for major group events that are held within assigned geographical areas.
- Develops travel budgets for team members with same geographical territories.
- Serves as liaison for key industry groups.
- May coordinate and supervise the work of other employees.
- Develops sales plan for major geographical markets.

- Plans, manages and executes a pro-active sales effort.
- Prepares group leads for complex events that include the Convention Center and hotel partners.
- Coordinates complex site inspections with Key customers.
- Maintains a communication strategy for high level accounts.
- Reserves space at Convention Center to accommodate major group functions.
- Performs related duties and fulfills responsibilities as required to include creating plans and actions to achieve designated goals.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university.
- Two (2) years sales experience (excluding retail sales) in Convention and Visitors industry to include group coordination or hotel reservation.
- Valid Class 'C' Texas Driver's License, or equivalent United States Driver's License

**PREFERRED QUALIFICATIONS:**

- Five (5) years sales experience with a Convention and Visitors Bureau or large hotel.
- Proven track record of selling to the Northeast Market

**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.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of computerized databases.
- Knowledge of the hotel industry policies, procedures, and strategies.
- Knowledge of convention sales and marketing procedures, methods, and techniques.
- Knowledge of city hotels, meeting facilities, and other event venues.
- Knowledge of laws and guidelines applicable to the convention and/or leisure sales industry.

- Knowledge of procedures, techniques and methods used to produce trade shows, meetings and social functions.
- Knowledge of effective telemarketing techniques and procedures.
- 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 communicate clearly and effectively both verbally and in writing.
- Ability to develop clear and concise written reports and proposals.
- Ability to conduct effective presentations before large and small groups.
- Ability to establish and maintain effective working relationships with employees, co-workers, management and the public.
- Strong operating knowledge and financial understanding of how Convention Facilities operate.
- Strong working knowledge of how to utilize industry partners in representing San Antonio, e.g., hotels, destination management companies, and exhibit companies.
- Strong leadership ability in guest/customer hospitality.
- Exemplifies customer service

**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](mailto:jobs@visitsanantonio.com)**