



JOB TITLE: National Sales Manager

SALARY RANGE: \$51,000.00 - \$65,000.00 Annually, Plus Potential Bonus

OPENING DATE: January 4, 2022

CLOSING DATE: January 25, 2022

WORK HOURS: 8:30 AM – 5:30 PM Primarily (Minimum forty (40) hours per week with flexible arrangements, some telework for the next 12 months)

JOB SUMMARY:

Under the direction of the Director of Sales & Senior Director of Destination Sales at Visit San Antonio, is responsible for promoting San Antonio as a convention, meeting, and incentive destination; securing definite commitments from associations, incentive planners, corporations, etc., to utilize hotel rooms and meeting facilities. May exercise functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Identifies and maintains files on organizations or groups with convention potential, of which the majority are national or regional associations or corporations.
- Meets with organization executive planners/decision makers to coordinate site inspections for various client/customer groups including room accommodations, amenities, agendas, and communications to hotel partners.
- Establishes and maintains contact with representatives of local, regional, and national chapters of organizations with convention possibilities.
- Prepares and gives presentations which illustrate the desirability of San Antonio as a convention site.
- Plans and executes a pro-active sales effort.
- Conducts group site inspections with hotels, venues and restaurants.
- Responds to customer RFP's and prepares leads on a timely basis.
- Tracks leads with hotel partners through final selection process.
- 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

PREFERRED QUALIFICATIONS:

- Sales experience in the hospitality industry or related field.
- General knowledge of San Antonio.
- Strong written and verbal communication skills.

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.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

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.

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 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.

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

Job post: <http://partners.visitsanantonio.com/english/jobs>