

Job Description: Sales Manager**Reports to: Director of Sales**

SUMMARY: Responsible for room sales and catering sales efforts, including soliciting, selling, organizing and finalizing all arrangements for meetings, conventions, corporate and social functions.

- Assist the hotel in achieving LDHG's annual Loyalty score goal.
- Contract and ensure service delivery of groups and events.
- Meet or exceed established prospecting and outside sales call goals.
- Complete weekly sales calls (this will vary based on assigned market or accounts) encompassing telemarketing, site inspections, and outside field calls with documentation.
- Assist clients in menu and event planning. Timely completion and communication of event orders to hotel departments.
- Required to have full understanding of all property specific operational practices.
- Travel to and represent hotel and sister properties at various locations and travel shows.
- Knowledge of computer systems, including, but not limited to, Sales Pro, Meeting Matrix or Social Tables, Meeting Broker and Hilton OnQ systems.
- Understand and adhere to all hotel programs and procedures.
- Follow all proper payment procedures.
- Participate in the writing and execution of sales action plans.
- Participate in weekly staff meetings, BEO meetings, and weekly sales report creation.
- Manage sales social media presence in accordance with Hilton Worldwide brand guidelines.
- Assist in operations as needed.

I have read and understand the duties of my job as described above, and I understand there may be times that I will be assigned other tasks either within my department or in another department. I agree to perform all work assignments to the best of my ability in a safe, cooperative, and courteous manner.

Team Member Signature: _____ **Date:** _____

Team Member Printed Name: _____