



## SALES MANAGER X2

(HILTON WINDHOEK & HILTON GARDEN INN WINDHOEK)

The Sales Manager is responsible for increasing the corporate, group and leisure client base through consistent solicitations while establishing trust and rapport with clients to generate and boost revenues for the hotel. The Sales Manager services new and existing accounts to ensure repeat business. This position requires excellent communication skills, both written and verbal as well as an outgoing personality.

### Key Responsibilities:

- ✓ Analysis local market trends and competitor activity to identify business leads
- ✓ Develop customer accounts and travel within the local area to drive business into the specific hotel/cluster and to increase market/customer share in all revenue streams
- ✓ Negotiate room rates/packages with corporate clients
- ✓ Develop and implement creative local marketing channels, including social media channels
- ✓ Prepare company contracts for the hotel in accordance with current business and pricing conditions
- ✓ Work within current business strategies and recognising potential opportunities
- ✓ Cooperate with other departments in the hotel to create an exceptional Guest experience and build strong, comprehensive sales programs
- ✓ Produce accurate and timely reports that meet the needs of the Cluster General Manager and Cluster Sales & Marketing
- ✓ Manage staff performance in compliance with company policies and procedures

### Qualifications and Skills Required

- ✓ Degree in Marketing or Sales
- ✓ 3 -5 years' experience in a senior management role.
- ✓ Outstanding customer service skills.
- ✓ Exceptional written and oral communications skills in
- ✓ Must be able to speak, read, write and communicate in English
- ✓ Knowledge of sales and/or hospitality principles and practices preferred.
- ✓ Ability to travel to area businesses and accounts to solicit new business
- ✓ Must be willing to work on weekends and evenings if required.

**CLOSING DATE: 28 APRIL 2023**

### APPLICATION PROCEDURE:

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to [recruitment\\_hilton@Hiltonwindhoek.com](mailto:recruitment_hilton@Hiltonwindhoek.com) for further information please visit <https://unitedafricagroup.com.na/page/hilton-windhoek/>

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