

# Group Sales Manager

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Position reports to Director of Sales. Responsible for the promotion and selling the destination to groups within assigned markets by achieving lead and room night goals by influencing respective meeting planners and local organizers.

## Position Requirements

Four year degree from an academic institution and/or minimum of two to five years group sales experience or equivalent combination

Ability to deal effectively with potential clients, members and the public

Professional appearance

Consistent and reliable presence at work

Strong & consistent ability to prioritize activities within specific time guidelines & handle multiple tasks

Ability to write and initiate targeted sales plans and related budgets

Applied knowledge of computer software including Microsoft Outlook, Word, PowerPoint and Excel

Ability to use required office equipment

Frequent travel required

Some use of personal vehicle

Some evening and weekend hours required

Ability to handle physical activity for extended periods of time such as computer work, keyboarding, telephone use, sitting and/or standing

Ability to lift, push, or pull objects of 50 lbs. or more

### Contact Information:

Jefferson Convention & Visitors Bureau, Inc.

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