

## **SALES MANAGER**

**The Sales Manager will be responsible for the overall sales function for The Onyx, an exciting new addition to the Newmark Hotel Group. The successful candidate will require the following attributes:**

### **DUTIES & RESPONSIBILITIES**

- Complete all required reports (daily, weekly, monthly)
- Attend all required meetings
- Provide a weekly sales update to the Sales Director
- Attend scheduled client visits to promote and sell the property as per the Sales Plan
- Complete daily targeted sales calls
- Ensure smooth flow of information through-out the property and department
- Follow up on outstanding queries and escalate where necessary
- Ensure client contracts have been concluded and sent to the relevant clients
- Updating the Database and CRM system
- Ensure that the administration and records in the department are being kept in accordance with group standards
- Plan and manage all Familiarisation (FAM) trips and site inspections
- Identify opportunities for the acquisition of new clients
- Attend all relevant and agreed upon trade shows
- Retains and manage the necessary records, detailing progress with clients and adheres to the "Chase System"
- Develops and fosters good relationships with the key clients of the properties, be it corporate, retail, government, production or travel trade

### **MINIMUM REQUIREMENTS**

- Minimum of 3 years' experience in a sales position within the hospitality industry
- Computer literate: MS Word, PowerPoint, Excel, Outlook, Opera (advantageous)
- Sales diploma and/or equivalent

### **CORE COMPETENCIES**

- Must have excellent interpersonal and communication skills
- Must have an eye for detail
- Must be able to plan, prioritise and work well under pressure, in a dynamic environment
- Must be a good team player and also have the ability and motivation to work under own instruction
- Excellent sales, influencing and negotiation skills
- Excellent public relations skills

- The ability to conclude contracts
- Strong training & development skills
- Customer service orientated
- Willingness to work flexible hours
- Ability to make appropriate decisions
- Industrial relation skills advantageous
- Presentable, well-spoken individual