

CCTB
Job Description

Position Title: Sales Manager, Convention Sales

Department: Sales

FLSA Status: Exempt

Reports To: Vice President of Convention Sales

Effective Date: 01/12

POSITION SUMMARY

The Manager Convention Sales, "Corporate Accounts" is responsible for aggressively soliciting all corporate accounts and select third party management companies based in the Midwest that are under 750 rooms on peak night. This sales person will sell in house programs that would typically meet within a Chicago Hotel. The sales person will focus on creating awareness of the city of Chicago as a global destination; selling all Bureau services within the corporate segments and representing the Bureau in a professional and business like manner; ensuring attainment of key result area goals, as well as yearly goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for developing and enhancing the corporate account base.
2. Individual must have strong sales skills to maximize the potential for this market segment.
3. Individual must develop a professional action plan to develop, maintain and close business for the destination.
4. Call on new as well as assigned accounts and specifically develop new accounts for this market.
5. Develop and maintain a profile at all assigned industry events and trade shows.
6. Maintain current knowledge of industry events including but not limited to: associations, trade shows, public shows, conventions, trade show trends and trade show calendar.
7. Increase share of the corporate market, maximize productivity of this segments and periodically make sales trips to cities where concentrated efforts are taking place.
8. Develop, share and promote sales benefits and enhancements which promote competitive distinctness of Chicago.
9. Comply with established policies and guidelines applying Bureau operations and employee conduct.
10. Develop feasible short and long-term plans and strategies for achieving department goals and objectives; anticipate critical obstacles and issues.
11. Schedule work activities to ensure that deadlines are met and goals are achieved in a timely manner.
12. Develop their own initiative or as assigned, assist with, and participate in, Bureau projects, functions and special events.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree preferred or equivalent experience
Five (5) to seven (7) years of related experience showing progressive growth and learning and/or training equal to the skill level needed to perform this position
Prior experience in the hospitality, convention bureau or sales industry required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be technologically proficient with email, power point presentations, excel, word and other computer related tools.
Ability to effectively communicate both verbally and in writing with a strong knowledge of spelling, grammar and punctuation
Must be able to speak publicly and give presentations to organizations, board of directors and community groups if asked.
Ability to represent the Bureau in a professional manner while interfacing with internal and external clients; good telephone skills
Possess good organizational and time management skills to handle multiple projects simultaneously.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

Ability to travel by air or ground transportation as required.
Ability to perform computer work for extended periods of time
Ability to sit or stand for extended periods of time without being able to leave the work area. Ex: Trade show setting)
Ability to grasp small object using the fingers (fine motor manipulation).