



Notice of Job Opening

Group Sales Manager (SMERF)

General Description:

Visit Corpus Christi is looking for a friendly, high-energy, professional sales manager to join our Convention Sales Department. This position reports to the Director of Convention Sales. This position is directly charged with developing the Sports, Military, Education, Religious and Fraternal segment of group travel to convince them that Corpus Christi is the best location for their next event. It is responsible for an annual Group Sales Goal and will be expected to work with community stakeholders to maximize the value proposition for Corpus Christi as a convention, group and meeting destination. It will require persistence and enthusiasm, and genuine desire to host guests in our community to win business.

<u>Job Description (Daily Responsibilities):</u>
1) Prospect and Secure 25,000 Annual Hotel Room Nights and Maintain Existing Accounts.
2) Respond Promptly to Requests for Proposals, Prepare Letters of Intent, Contracts and other Supporting Documentation
3) Schedule and Host Site Visits, Familiarization Tours and Participate in Bid Presentations
4) Provide Consistent and Accurate Data and Reporting, Including Monthly Booking and Prospecting Reports
5) Maintain Relationships with Key Community Stakeholders and Industry Leaders to Facilitate City-Wide Convention Business (Convention Center, Hotels, Attractions, Etc)

Compensation & Benefits:

- Salary Range \$50,000 to \$60,000 + Benefits
- Incentive Structure
- Commensurate with Experience and Qualifications.

Qualifications:

- 3+ years’ experience in Sales
- Availability to travel for business

Work Hours:

- Typically 8 AM – 5 PM, M– F

Core Competencies:

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work:** Provides consistent reporting on accomplishments. Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.
- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations.
- 6) **Teamwork:** Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.
- 7) **Customer Service Focus:** Understands customer’s needs, expectations, and organization’s requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.

How to Apply

Submit Cover Letter & Resume to Carmen Newton, Office Manager at CNewton@visitcorpuschristitx.org by November 10, 2019.