

# Job Description:

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We are searching for an experienced hotel sales manager to join our team at the Hilton Columbus at Easton. This is a great opportunity to join a dynamic hotel management company.

If you have 3 plus years of experience selling to Corporate and Association segments in properties with 200 plus rooms, we have a great opportunity. You must be able to demonstrate recent successes in terms of revenue growth. Familiarity with the local Columbus market and knowledge of Delphi and Hilton training would be a plus.

The Hilton Columbus at Easton hotel is a AAA 4-Diamond, full service, upscale hotel located in the heart of Easton Town Center. The best shopping, dining and entertainment are literally steps away from our hotel. Opened in 2000, the Hilton Columbus at Easton quickly established itself as one of Ohio's premier hotels. To this day the Hilton Columbus at Easton remains a well-respected, prestigious hotel and a renowned market leader in the Columbus area. This is a rare and exciting opportunity for a talented individual to join our award winning team.

Since being founded in 1919, Hilton has been a leader in the Hospitality Industry. Today, Hilton remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these Values:

*Hospitality- We are passionate about delivering exceptional guest experiences.*

*Integrity- We do the right thing, all of the time.*

*Leadership- We're leaders in our industry and in our communities.*

*Teamwork- We're team players in everything we do.*

*Ownership- We're the owners of our actions and decisions.*

*Now- We operate with a sense of urgency and discipline.*

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- **Voted Best Places to Work in Business First Magazine**
- AAA Four Diamond Award 2002-2016
- **Consumer's Choice Award 2004-2015**
- Gold Key Award – September 2012
- **Columbus CEO magazine nominated for Best Hotel and/or Meeting space 2008-2016**
- "Best Hotels in USA" named by U.S. News & World Report in 2015, Silver Badge Winner

# *Requirements:*

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## **Essential Functions and Responsibilities:**

- Achieve monthly revenue booking goals.
- Solicit accounts within assigned market segment.
- Prospect and develop new accounts in line with the hotel's stated Mission Statement
- Maintain aggressive weekly solicitation via prospecting calls, sites, off site appointments.
- Ability to create and implement market specific Social Media Campaigns.
- Active involvement in industry association and trade shows training opportunities.
- Knowledgeable of the assigned market segment and of the role it plays in maintaining the profitability of the hotel.
- Participate in development of all promotions related to the assigned market segment needs.
- Is current with all market-related publications in order to stay on top of all industry trends and uncover any potential leads.
- Monitor competition for potential sources of new group business.
- Is fully aware of hotel sponsored promotions.
- Submit weekly and monthly sales reports on a timely basis.
- Maintain all files with current trace dated, accurate histories, documentation, and all relevant information regarding booking activity.
- Participate in the ongoing forecasting process as assigned.
- Is current and abides by all sales office procedures and systems.
- Participate in weekly marketing and rooms meetings, biweekly sales and monthly forecast meetings, and monthly forecast meeting as assigned by the Director of Sales and Marketing.
- Promote a high quality hotel image by demonstrating professionalism to both clients and colleagues.
- Participate in other "All" salaried manager duties and meetings as requested or required by the Director of Sales and Marketing or General Manager.
- Knowledge of Delphi.fdc and Hilton training a plus.