



POSITION DESCRIPTION

Position: Director of Group Sales

Job Code:

Department: Sales & Marketing

FLSA Status: Exempt/ Full-Time

Reports To: Director of Sales & Marketing

Position Overview:

Supervise and control the group sales' operations to meet/exceed sales, revenue and profit objectives. Solicit, negotiate and confirm new and repeat business through various efforts (outside sales calls, telemarketing, direct mail, referrals, site inspections, tours, networking, etc) on a national and international level.

Essential Duties & Responsibilities

1. Maximize hotel's group room revenue on a monthly, quarterly and annual basis and direct sales focus to achieving hotel revenue goals.
2. Develop and continually enhance relationships with key corporate, diplomatic and association accounts.
3. Advise Director of Marketing and Sales on all matters relating to group sales to maintain an open line of communication and harmony among departments.
4. Handle inquiry calls and walk-in site inspections.
5. Implement company programs and direct the operations to meet and exceed budgeted revenues while ensuring customer satisfaction.
6. Assist in ensuring that the Hotel's Green Team remains invigorated and the mission is upheld, communicated and enforced throughout the organization as a member of the Team.
7. Perform other functions as required and directed.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty to a satisfactory standard. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's degree from a four-year college or university;

Experience: Two years hotel sales experience, with a proven track record within the group sales department.

Basic Expectations: Attention to detail; Mature, professional interaction with employees, guests and business contacts; Ability to work under pressure; Ability to prioritize work; Ability to keep confidences and keep work confidential; Ability to handle multiple tasks at the same time; Maintain and develop relationships that will benefit the hotel and drive future business.

Supervisory Responsibilities: Supervise and compliment the development of the Conference Services Manager, and Sales & Catering Coordinator position.

Language Skills: Ability to read, analyze and interpret general business reports, professional journals and technical procedures. Ability to write reports, business correspondence and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, customers and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Physical Ability: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk and sit, and travel by air, rail and car.

Standards of Conduct:

The high ethical standards of The Hay-Adams must be upheld by all members of the company. The policies relative to press relations, equal opportunity, discrimination, sexual harassment, vendor relations, etc., stated in the employee handbook and manuals are inviolable. We pride ourselves on providing a professional caring atmosphere for clients and all fellow employees and will achieve this goal through responsible actions.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

The Hay-Adams Hotel offers competitive salaries and excellent benefits, including medical, dental, vision and 401K retirement plan.

EEO Employer

Please submit your resume and cover letter to: hrmanager@hayadams.com or fax 202.639.9743