

THE BENSON

PORTLAND

A COAST HOTEL™

Our Portland, Oregon historic landmark hotel is seeking an experienced Group Sales Manager who can expand our already growing brand and drive revenue through prospecting and sales prowess. The position requires a high-energy, positive, self-motivated individual with excellent verbal and written communication skills, innovative sales techniques, strong closing skills and a team player.

This position will focus on a sales plan and strategy, client development, managing key relationships, and identifying new target accounts with the goal of meeting and exceeding revenue goals primarily in the social, catering and SMERF markets. Participation in industry and community affiliations, and across the west coast with Coast Hotels relative to this segment, is essential in sourcing new business. Some travel may be required.

This position must have excellent attention to detail and accuracy, good time management skills and a strong ability to multi-task and prioritize. The successful candidate must have ability to adapt easily to change and work in a fast-paced environment. This position offers a lucrative bonus plan based on achievement of sales goals.

The Group Sales Manager will:

- Develop professional and trusted relationships with existing and new clients.
- Work with Director of Sales to determine annual sales call and revenue goals as well as develop and implement strategic sales plan to support goals.
- Solicit and secure new business in assigned market segments to drive group revenue to the hotel.
- Participate in sales presentations, property tours, customer meetings, business review meetings and sales meetings as necessary.
- Maintain daily communication and/or weekly reporting with management in regards to potential new business, sales activities, customer and operational issues.
- Maintain accurate and timely account activities in the property's Sales/Catering CRM system per established standards.
- Manage and negotiate account details and contracts.
- Maintain a positive customer experience.

Job Requirements:

A minimum of two years group sales and catering experience, preferably in a 3-4 star hotel

Experience in wedding planning or coordination a plus

A bachelor's degree in hospitality or business management is preferred, or equivalent work experience

Excellent communication and presentation skills, both verbal and written

Proven track record of sales conversion and exceeding established revenue goals

Must be able to effectively communicate with a variety of personality types and situations

Knowledge of Delphi, PMS, MS Outlook and Excel is preferred

Some reporting is necessary

Available on weekends and evenings, as needed

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

For consideration, please submit a cover letter, resume, and references (be sure to put "Group Sales Manager" in the subject line of your email) to:

Human Resources, Coast USA
careers@bensonhotel.com

Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.

Join us and be part of an exciting place to work!