



Director of Sales

Hampton Inn Indianapolis Downtown

Schahet Hotels, Inc. (www.schahethotels.com) is hiring an Indianapolis **DIRECTOR OF SALES** for the Hampton Inn Downtown, across from Circle Centre Mall, www.hamptondt.com.

Ideal candidate will have 2-3 years of Hotel Director of Sales experience. Director of Sales is responsible for the Citywide Convention account base and supervision over a department of four individuals who manage Business Travel Sales, Group Sales, Reservations and Administrative Coordinator duties. Successful candidate will thrive in a goal oriented environment to achieve established weekly call goals, develop and execute monthly action plans, and maintain a sharp focus on key and target account strategies. Director must sell the hotels' position in the market place effectively against the competition's strengths and weaknesses. Through the use of an automated account management and group rooms control system, candidate will detail and monitor account activity, and established group room ceiling and rate guidelines.

The hotels' corporate culture values respect, integrity, service and excitement.

Key responsibilities of the Director of Sales include the following:

- Primary responsibilities include managing the sales department and booking citywide convention business.
- Understanding the unique needs within the business travel, corporate, association, and social group market segments.
- Analyze Revenue Management strategy using tools such as Star reports, demand analysis and property management systems. Recommend and take necessary tactical and strategic actions to achieve desired sales results.
- Develop 90-day Forecast each month with Assistant General Manager.
- Anticipate market demand factors with sales territories to capture best possible group and long-term business.
- Conduct tours of the hotel and entertain qualified potential customers.
- Detail accurate records of all bookings and cancellations.
- Develop and maintain marketing plan and sales budget with the General Manager.
- Provide sales training to hotel staff.
- Attend and represent hotel at city gatherings, ICVA and other related networking events.
- Demonstrate a sense of team work.
- Meet all deadlines and room night targets.
- Have a sales-minded approach toward all job functions and duties.
- Sell within agreed group selective sell guidelines and adhere to group room maximum commitment levels.
- Implement account management program that directs daily sales activity toward productive/profitable segments and accounts.
- Generate weekend and downtime group revenue.
- Work in an integrated team manner with all departments.

- Understand the total Hotels' annual financial outlook
- Develop and maintain positive working relationships with all internal associates, brand regional and national sales associates and customers.
- Demonstrate a sense of *urgency* toward improving the Hotels' revenue performance.
- Communicate downward/upward suggestions in a constructive manner that shows a keen understanding and respect for others.
- Maintain a positive attitude and positive spirit of performance.

Requirements

Candidate Qualification and Skill Requirements:

- Minimum 2-3 years Hotel Director of Sales experience.
- Understanding of OnQ PMS, Revenue Management and Rates and Inventory applications a plus
- Proficiency in Microsoft Office, Word, Excel, and Outlook.
- Professional image and outgoing personality.
- Commitment to "Prime Time Selling".
- Competitive sales drive.
- Thorough understanding of the hotel brand product and their competitor hotels' products.
- Detail oriented self-starter.
- Master networking skills.
- Problem solve and think "fast on your feet."
- Great attitude and work ethic.

**Send/Fax Resume to: Susie Etienne, 105 S. Meridian St., Indianapolis, IN 46225,
email: setienne@schahethotels.com, or fax: 317/261-1030.**