



## **Sales Coordinator**

Hampton Inn Indianapolis Downtown

The Hampton Inn Downtown, across from Circle Centre Mall, seeks a high-energy individual to join our award-winning management team to grow market share and service the hotel's existing account base. Ideal candidate will have 1-2 years Hampton Inn Front Desk or Sales experience. Responsibilities include group and locally negotiated transient room sales and meeting room sales. 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. Coordinator must sell the hotel's 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 account activity, manage preferred business and group room sales, and adhere to established group room ceiling and rate guidelines. The Hampton Inn Downtown corporate culture values respect, integrity, service and excitement.

### **Key responsibilities of the Sales Coordinator include the following:**

- Demonstrate a sense of team work to help maintain the hotel's high level of service.
- Meet all deadlines and room night targets.
- Anticipate market demand factors with sales territories to capture best possible group and long-term business.
- Have a sales-minded approach toward all job functions and duties.
- Take necessary tactical and strategic actions to achieve desired sales results.
- Commit to and implement "Prime Time Selling".
- 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.
- Develop and maintain positive working relationships with all associates.
- Understand the total Hotel's annual financial outlook.
- Demonstrate a sense of urgency toward improving the Hotel's 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 must display the following:**

- Minimum 1-2 years hotel front desk experience
- Professional image and outgoing personality
- Commitment to "Prime Time Selling"
- Competitive sales drive
- Thoroughly understand the Hampton Inn product and its competitor hotels' products
- Detail oriented self-starter

- Master networking skills
- Problem solve and think "fast on your feet"
- Work independently, as well as part of a team
- Understand Word and Excel computer programs
  
- Great attitude and work ethic

**Send/Fax Resume to: Susie Etienne, 105 S. Meridian St., Indianapolis, IN 46225,  
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