

# Hotel Sales Manager

## Location: Wyndham Garden Phoenix Midtown

The Wyndham Garden Phoenix Midtown is currently seeking an eager and experienced Sales Manager. Owned and operated by Oxygen Hospitality, come join us as we transform hotels in the Valley of the Sun. Interested applicants ready to join a growing team, please forward resume with summary of accomplishments for consideration.

**Reports To:** General Manager

### Job Duties:

- Develop and execute marketing, sales and operational plan for maximizing revenue/profitability
- Proven ability to cultivate, nurture and maintain relationships with prospective business clients, tour groups and other outside contacts to produce group/convention business, including room sales, food & beverage sales, and catering/banquet services
- Create and execute sales plans that drive measurable incremental occupancy, increase average rates, increase volume as well as food, beverage, and banquet sales
- Schedule conventions and/or business group activities at the hotel
- Coordinate with internal departments to facilitate services
- Achieve budgeted revenues and personal/team sales goals and maximize profitability. Participate in the preparation of the annual departmental operating budget, the hotel marketing, business, and financial plans.
- Produce monthly reports and sales forecasts to analyze current/potential market and sales trends, coordinate activities to increase revenue and market share and monitor performance to ensure actual sales meet or exceed established revenue plan.

### Education/Experience Requirements

- Qualified candidates will have two to four years of experience in a hospitality or hotel sales and marketing setting or an equivalent combination of education and work experience.
- Knowledge of local competition and general industry trends.
- Resourceful individual with strong professional image along with excellent interpersonal, written and verbal communication skills.
- Knowledge of a variety of computer software applications.
- Ability to work a flexible schedule, including evenings, weekends and holidays.
- Bilingual, Spanish/English, helpful.

### Benefits

- Medical, dental, and vision offered after a qualification period
- Vacation time accrued based on hours worked
- Free parking

**Position Type:** Full-time

### Disclaimer

At Oxygen Hospitality, we don't just accept diversity – we seek it, we support it, and we thrive on it for the benefit of our employees, our company, and the communities we serve. Oxygen Hospitality is proud to be an equal opportunity employer, in both our headquarters and hotels. The application will be dealt in the highest confidential matter.

**Job Type:** Full-time

**Send resume with accomplishments for consideration to:** [careers@oxygenhospitality.com](mailto:careers@oxygenhospitality.com)