

## **Sales Manager | TownePlace Suites by Marriott Houston Galleria Area**

### ***Location:***

TownePlace Suites by Marriott  
5315 S Rice Ave  
Houston, TX 77081

### ***Job Description:***

The Sales Manager is responsible for all sales-related activities, including direct sales efforts, follow-up, and proper sales administration. He/she is also responsible for growing existing accounts and generating new business to ensure that room revenue and catering revenue meet or exceed budget in order to maximize revenue and profits and to improve the hotel's performance in the marketplace. In addition, the Sales Manager is also responsible for creating a sales and marketing plan, budget, forecasts, Ecommerce, advertising, as well as strategies to meet or exceed established revenue and room night goals. This person works with various departments to ensure requested services are provided to customers. The Sales Manager position is for a select service hotel based in West Houston.

### ***Requirements:***

- BA or BS from a four-year college or university required.
- Driven sales acumen. Energetic, proactive, takes calculated risks, and perseveres to attain goals. Possesses an extensive knowledge of sales, marketing, revenue management and budget analysis capabilities with a demonstrated ability to apply these principles and methods through strategy and tactics.
- Thorough understanding of hotel revenue management. Knowledge of total hotel revenue management concepts, processes and strategies (including sales cycles and trends, account management, pricing, and inventory management).
- Service orientation. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Must be able to close the sale and meet aggressive sales targets.
- Excellent verbal and written communication skills.
- Must have thorough experience with professional selling skills: opening, probing, supporting, and closing.
- Must be proficient in general computer knowledge and able to train and monitor the process of sending referrals, setting traces and profiling accounts. Experience in Sales PMS system such as Delphi or Sales Pro is preferred, but not required.

- Be able to represent the hotels and Oldham Goodwin Group with the highest level of integrity and professionalism, a service-focused approach, and a caring, sincere attitude at all times.
- Strong understanding of customer and market dynamics and requirements.
- Proven leadership and ability to drive sales team.