



SALES AND MARKETING MANAGER POSITION DESCRIPTION

Company Description

The Regency Hotel is hiring! Be a part of an incredible transformation by applying with us today! With a distinctive boutique ambiance, the Regency is a leading choice among Miami hotels. Our personalized service, attention to detail, and independent mind set differentiate us from our competitors.

Job Description

Essential functions:

- Move throughout property to conduct site inspections. Maximize revenue by selling all facets of the hotel, both orally and in written form to previous, current and potential clients.
- Handle account details so that all pertinent aspects of solicitation and closing are complete and documented. Coordinate various departments' participation in servicing accounts.
- Travel locally to conduct outside calls, promote the hotel and review competition reader boards to develop leads.
- Prepare information for, meet with, and entertain clients as deemed appropriate to generate potential business from that account.
- Represent hotel at trade shows as specified by corporate trade show attendance guide. Set up exhibits involving bending, stooping, lifting and reading overhead.
- Attend networking events.

Other

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position.

Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.

Regency Hotel Miami

1000 NW Le Jeune Road. Miami, FL 33126 (P) 305.441.1600 (F) 305.443.0766 www.regencyhotelmiami.com



Upon employment, all employees are required to fully comply with rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Supportive Functions:

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the hotel.

- Assist the supportive staff with the maintenance of sales files.
- Participate in the sales/catering department reader board program.
- Other duties as assigned: such as ordering amenities for meeting planners or VIP's.

Requirements

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Knowledge of a hotel structure and how all departments interact.
- Basic mathematical and calculator skills to prepare cost proposals.
- Ability to effectively communicate with customers in a friendly and positive manner, in order to solicit business, meet client needs and resolve complaints.
- Ability to
- Ability to lift occasionally up to 40 pounds
- Proficiency with Microsoft Word, Excel, Power Point
- Ability to move throughout the hotel to conduct site inspections.
- Bilingual (English and Spanish) required.

Qualifications

Education:

College degree preferred or equivalent experience.

Experience:

Past hotel sales experience preferred at least 5 years.

Licenses or certificates:

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None

Grooming:

All employees must maintain a neat, clean and well-groomed appearance (specific standards available).

Other:

Additional language ability preferred. (Spanish)

Additional information

- Full Time Position
- U\$40,000 to U\$65,000 based on experience
- Bonus: Yes
- Personal Days, Vacations
- Health Care Insurance
- Additional Insurance
- 401K
- All your information will be kept confidential according to EEO guidelines.

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