



June 18, 2010

**SALES MANAGER  
Radisson Hotel Edmonton South  
6 month TERM position.**

**ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!**

**What's In It for You?**

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

**We are looking for a SALES MANAGER at the Radisson Hotel Edmonton South in Edmonton, Alberta.**

**Duties and Responsibilities:**

- Developing relationships with key contacts
- Prioritizes time to ensure proactive selling
- Generates leads by contacting and servicing key target accounts within market segment and works with sales team to maximize leads and coordinate new projects
- Secure business through prospecting, networking, presentations, and sales calls
- Prepares proposals, rate negotiations, block space, processing of contracts and following up to secure the business
- Compiling and managing database with account information
- Compiling and analyzing reports to meet overall results, goals
- Understands wholesaler rates and procedures, as well as the hotel's strategy for this segment
- Participates in relevant trade shows and promotional events, and conducts presentations within the hotel and travel industry.
- Compiling and analyzing related industry and hotel reports
- Conducting site inspections for clients
- Other projects & duties as required

**Preferred Qualifications:**

- Motivated individual who works well both independently and within a team
- Experience in setting and meeting achievement oriented goals and standards
- Ability to prioritize and to meet all deadlines
- Demonstrated strong communication skills
- Has an understanding of customer service and is able to implement it on a day to day basis
- Manages expenses, maximizes revenues, encourages up-selling and works at staying ahead of the competition
- Displays a professional positive attitude, maintains enthusiasm and celebrates success
- Hospitality experience preferred
- Flexibility to travel occasionally
- Must be proficient in Microsoft Word, PowerPoint and Excel

Those interested in applying are invited to forward a resume in confidence to the attention of:

**Lisa Blue  
Manager, Human Resource Services  
[lblue@silverbirchhotels.com](mailto:lblue@silverbirchhotels.com)  
Fax: 780-431-5811**

SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.