



January 27, 2012

**Corporate Sales Manager  
Radisson Hotel Edmonton South  
Permanent, Full-time**

**We are looking for a Corporate Sales Manager at the Radisson Hotel Edmonton South!**

The Corporate Sales Manager will lead the plans to maximize revenue in order to secure new business and grow existing relationships, with a consistent focus on maintaining a high level of service and efficiency to “wow” our customers.

**Duties & Responsibilities:**

- Actively pursue potential customers for the hotel through sourcing new business and building on current relationships. This includes leading action plans, prospecting, direct sales calls and site visitations.
- Ensure the Sales processes are efficient and exceed our customers expectations from inquiry stage to the post event follow up.
- Be passionately curious about sourcing new opportunities of where and when we can grow our revenues.
- Prepare monthly action plans with the input of the Director of Sales and Marketing and conduct a monthly review of activity plans and key accounts.
- Coordinate the client’s needs to ensure they are being met.
- Attend and assist hotel functions when needed.
- Negotiate contracts with clients for all aspects pertaining to each client file.
- Pitch in and assist other team members to achieve the team goals and incentives.

**Preferred Qualifications:**

We are looking for someone to fulfill this spectacular opportunity with someone who is Passionate, Well organized, Professional, a Great Communicator, Team Player, Celebrates Success , Goal Oriented, and of course likes to have FUN. In addition, be in good health, trustworthy and understands that people process information differently as well as being aware of cultural differences.

- Understands customers, builds organizational credibility and develops new revenue sources.
- Enhances one’s own ability and the ability of other’s to contribute. manages expenses, maximizes revenues, encourages up selling through incentives, and works at staying ahead of the competition.
- Displays a positive attitude, maintains enthusiasm and celebrates successes.
- Sets goals and standards while finding appropriate solutions that are beneficial to guests and associates while meeting deadlines that are decisive and achievement oriented.

**Education & Qualifications:**

- College degree in Hotel Management/Business Administration an asset
- Professional sales experience and hospitality experience is an asset
- Excellent verbal and written communication skills
- Computer skills including: Microsoft Word, Excel, Delphi and/or related catering/sales program



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

Anusha Boojhawon  
Human Resource Services Coordinator  
[aboojhawon@silverbirchhotels.com](mailto:aboojhawon@silverbirchhotels.com)  
Fax. (780) 431-5811  
[www.silverbirchhotels.com](http://www.silverbirchhotels.com)

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

**NOTICE TO POTENTIAL JOB APPLICANTS**

If you are considering employment with us, please be advised that SilverBirch Hotels & Resorts

- **does not** require job applicants to pay a fee for a job application or opportunity; and
- **does not** make unsolicited offers of employment.

If you have been approached by any entity engaging in such practices who claims to represent SilverBirch Hotels & Resorts, please advise us immediately by email at [careers@silverbirchhotels.com](mailto:careers@silverbirchhotels.com) and contact either the Canadian Anti-Fraud Call Centre at 1-888-495-8501 or the Royal Canadian Mounted Police.