



January 27, 2012

**Sales Manager
Saskatoon Inn
Full-time, Permanent**

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 looking for a Sales Manager at the Saskatoon Inn.

In the role of sales manager you will be responsible to achieve hotel revenue, profit and customer satisfaction goals by negotiating group business and coordinating the execution of the business with other departments

Duties & 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
- Create and implement sales procedures to create an efficient sales process
- 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
- Conducting site inspections for clients
- Assisting Director of Sales & Marketing in the strategic planning of budgets and sales
- Ability to customize proposals and contracts for existing and new clients

Preferred Education & Qualifications:

- University or College degree in Hotel Management/ business Administration
- 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 and problem solving skills
- Has an understanding of customer service and is able to implement it on a day to day basis
- Understands customers, builds organizational credibility and develops new revenue sources
- Manages expenses, maximizes revenues, encourages up-selling



- Hospitality experience preferred
- Flexibility to travel occasionally
- Must be proficient in Microsoft Word, PowerPoint and Excel

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

Contact us at:

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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 and contact either the Canadian Anti-Fraud Call Centre at 1-888-495-8501 or the Royal Canadian Mounted Police.