**Position Title:** Regional Sales - Supplemental

**Reports To:** EHG Management Company

**Position Summary:**

The Regional Sales Coordinator will spend 8-16 hours/week to establish and implement sales strategies for both Dundee and The Independence Hotel, including outreach to sales leads, development and promotion of sales packages, and coordination with staffs at both properties to implement social media and promotional strategies and events.

**Regional Sales Responsibilities:**

1. Clear understanding of the hotels business strategies then [set](https://setupmyhotel.com/homepage/hotel-management-glossary/set.html) goals and to determine action plans to meet those goals.
2. Update action plans and financial objectives quarterly.
3. Identify new markets and business opportunities and increase sales.
4. Represent Hotels in various events and exhibition.
5. Able to provide Quick and timely responses, immediate communication to the properties, develop professional long-term business relationships.
6. Provide the highest quality of service to the customer at all times.
7. Participates in sales calls
8. Develop strong relationships with property leads to ensure working in unity and always striving to achieve the same goals.
9. Targeting key accounts potential for the company.
10. Develops relationships within community to strengthen and expand customer base for sales opportunities.
11. Manages and develops relationships with key internal and external stakeholders.

**Prerequisites:**

* Speak with others using clear and professional language.
* Prepare and review written documents accurately and completely.
* Working knowledge of standard office administrative practices and procedures.
* Excellent customer service skills.
* Able to effectively communicate in English, in both written and oral forms.
* Be friendly, customer centric, smile and able to work in a team environment.

**Education:**

Good computer skills; proficient in the use of Microsoft Office (Word, Excel, Powerpoint, Access) and Knowledge of sales and marketing modules like Delphi, Opera S&M, Protel S&M etc.

**Experience:**

Two or more years of experience working in a hotel, clerical or sales. Previous experience working in a similar role.