



Sales Manager

Division: Sales – Banquets & Events

Reports to: Director of Sales

Salary Range: \$30,000 – \$50,000, opportunity for commissions, depending on experience

FLSA status: Exempt

Position Summary: Develop and effectively solicit new sales prospects and former clientele for the purpose of selling catering services and banquet space in accordance with venue business objectives for profitability, sales volume and penetration of targeted market segments.

Essential Duties & Responsibilities

- Contacts prospective and current customers to solicit sales of company products and services.
- Receives customer inquiries, and performs follow up procedures to include providing price quotes, new product /service information, and receiving feedback regarding company products and services.
- Follows up promptly with sales leads generated through incoming calls, advertising campaigns and other promotional efforts.
- Travels to customer locations to present company products, services and pricing information in a professional manner.
- Monitors progress of account sales toward finalization of arrangements to enhance possibility of securing return business.
- Applies technical knowledge of company products and services to best meet customer needs.
- Maintains appropriate records for the development of sales forecasts for each customer.
- Submits appropriate paperwork to management such as expense reports and lead/call reports in accordance with company procedures.
- Act as on-site manager throughout the work week, and during scheduled events to ensure customer satisfaction and successful event execution.
- Understands and supports company sales policies and procedures to provide proper and effective service to all customers, and foster the development of long term business relationships.
- Assists and resolves customer complaints in a timely manner, notifies management of problems and suggests and implements corrective actions.
- Collects and reports competitive information to management.
- Partners with other departments to achieve shared goals and increase sales.
- Attends training activities and trade shows on behalf of company to present information regarding company products and services.
- Performs other duties, although not outlined, as assigned by management.

Job Skills & Knowledge

Verbal Communication Skills
Written Communication Skills
Sales Technique
Customer Relations
Customer Service
Technical Communications
Math Aptitude
Negotiations

Organization
Professionalism
Presentation
Reading Skills
Time Management
Teamwork
Enthusiasm
Handles Rejection Well

Required Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must demonstrate the ability to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Required Math Ability

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands

While performing the duties of this job, the employee is regularly required to be outside for an entire shift/extended period of time. This employee will be required to walk; use hands and fingers to handle, or feel; execute repetitive motions of the wrists, hands and fingers; reach with hands and arms; and talk and hear. The employee is regularly required to sit; and climb, balance, bend, stoop, lift, carry, push, kneel, crouch, or crawl. The employee will be required to drive a motor vehicle during the course of their work. The employee must regularly lift and/or move 25 pounds, and occasionally lift and/or move up to 50 pounds.

Working Conditions

Work is performed both outside and inside; outside work is performed in most kinds of weather with exposure to extreme heat, fumes and direct sunlight. Work is performed primarily in an amusement park setting. The noise level in the work environment is usually moderate to loud.

Evening, night, weekend, and holiday work is required. Extended hours and irregular shifts are required.

Minimum Education & Work Experience

Three (3) years of group sales experience and an Associate's degree or certificate in business or a directly related field of study.

Must possess a valid Arizona Driver's license and proof of insurability.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Contact: Heidi Jacobs, Director of Human Resources at [hjacob@wildhorsepass.com](mailto:hjacobs@wildhorsepass.com) or careers@wildhorsepass.com