



Get Up and Go!

JOB DESCRIPTION

POSITION: Sales Manager
FACILITY: Bayfront Convention Center
REPORTS TO: Director of Sales & Marketing
STATUS: Full time / Exempt
CLOSING: January 21st, 2022

POSITION SUMMARY:

The Bayfront Convention Center is seeking the right candidate to help us sell our ever-growing campus of convention facilities on Erie, PA's Bayfront. Our facilities currently boast 100,000 square feet of indoor and outdoor meeting space, 5 restaurants, and two hotels with over 400 guest rooms. With plans for further growth in the near future, our facilities represent a tremendous opportunity for candidates with a passion and background in the events and conventions business. For more details on our properties, visit www.bayfrontlanding.com.

We are currently seeking a Sales Manager to assist us in finding and securing large state-wide or national conventions within the Social, Military, Educational, Religious, and Fraternal segments. The Sales Manager will be responsible for meeting or exceeding annually budgeted sales revenue goals within assigned market segments. The candidate will be expected to achieve their revenue goals while simultaneously supporting the organization's non-revenue related objectives such as hotel room night production, economic impact and customer satisfaction. The Sales Manager shall assist in developing and implementing sales strategies to meet budgetary requirements; in developing and implementing operational policies and procedures designed to promote efficiency and quality of service within the department and coordinate the most efficient use of space and time.



809 French Street • Erie, PA 16501 • www.erieevents.com

Administrative 814-453-7117 • Fax 814-455-9931 • Box Office 814-452-4857

Our ideal candidate will have several years of outside sales experience in the hospitality and events industry. We are seeking a highly motivated, goal-oriented individual to help us grow our convention and large meetings business. We offer an extremely competitive compensation and benefits package with additional opportunity for bonus compensation. Flexible work schedules and remote work may be considered for the right candidate.

QUALIFICATIONS:

Bachelor's Degree in Business Administration, related field, or equivalent experience. Experience in public assembly facilities or large-scale hospitality preferred but not required. He/she must be bondable and pass a security/reference check. Candidate must be able to establish and maintain effective working relationships with superiors, other staff, vendors, and public. He/she must be well organized and detail-oriented. He/she must be able to work non-standard work week. Candidate must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination.

SALARY: \$55,000 - \$70,000 w/Bonus Plan + Comprehensive Benefits Package

SALES MANAGER JOB DESCRIPTION:

- Actively and consistently seek out and prospect for business opportunities that meet the sales objectives of the organization
- Follow up with past clients for future opportunities and to seek referrals
- Respond quickly to all business inquires in a timely, thorough and professional manner.
- Research and qualify the appropriateness of groups for the facility, based on the long-term business mix objectives of Bayfront Landing.
- Depending on market assignment, may be required to coordinate the event details for incoming groups booked.
- Utilize active listening and open-ended questioning in order to understand and address customer needs and wants.
- Conduct site visits with prospective new clients to demonstrate building capabilities and provide planning information, rate fees, policies and procedures for event and show managers to establish space and time requirements for bookings.
- Use computer terminal and designated software to enter and retrieve information to support departmental activity. Use event booking software to gain access to work orders and maintain accurate logs within the electronic diaries to ensure proper communication between

BCC departments. Must also appropriately follow-up with clients utilizing the built-in systems of booking software, including calls to follow-up on proposals, re-book business, send thank you cards etc.

- Act as BCC sales representative both locally and out of town to various market segments as assigned.
- Foster coordinated sales efforts with other members of the city's hospitality industry with special emphasis and strategies related to our sister hotel properties and Visit Erie.
- Attendance and or travel may be required for meetings/events held off-site, including trade shows, client visits and prospecting calls.
- Assist the administrative assistant with coverage to answer phones, assist guests, etc., when requested and as needed as schedule permits.
- Provides clear, concise and timely communication across the organization.
- Maintains an awareness of industry trends and developments.
- Performs other duties as assigned by the BCC Director of Marketing and Sales.

Why You'll love Erie Events

Many of our jobs fit all kinds of different lifestyles and come with great benefits – Some dependent upon the role, work schedule, or location, and can include the following!

- Competitive wages paid biweekly
- Healthcare (Medical, Dental, Vision, Prescription drugs)
- Prescription Reimbursement
- Employer Paid: Life Insurance, Short Term/Long Term Disability
- Additional employee paid Life Insurance
- Flexible Spending Plan
- Flexible hours
- Holiday pay
- Supplemental Pay: Varies per position
- Paid Time Off (PTO) – **Applies to Full & Part-time Employees**
- Employee Referral Program
- Complementary access to events throughout our four venues!
- Employee Assistance Program – 100% confidential
- 457 Government Plan
- Annual Employee Appreciation Event
- Relocation Stipend

**Erie Events is an Equal Employment Opportunity Employer:
Minority/Female/Disability/Protected Veteran**