



Emerald Hospitality Associates, Inc. is seeking an experienced and motivated individual to serve as Sales Manager for the Hilton Garden Inn Wallingford located in Wallingford, CT.

What will your job responsibilities and duties be?

- Responsible for proactive selling of contracted room sales and catering in addition to any brand sales initiatives that may be required.
- Selling and coordinating details for groups and events; must have experience in both areas and familiarity with menu planning, banquet event orders, diagrams, AV
- Assists DOS in the development of annual sales goals and projections for all revenue sources, as well as e-commerce strategies; implements plans for successful execution.
- Responsible for assisting in all functions of the sales effort including actively prospecting potential clients and coordination of all market segments.
- Direct involvement with the community, Chamber of Commerce and all other segments of potential business by being a respected representative of the hotel through ongoing networking, trade shows and involvement in various associations
- Identifies new business to achieve personal and hotel revenue goals. Documents all activities in Delphi.
- Builds and strengthens relationships with existing and new clients to enable future bookings.
- Uses negotiating skills and creative selling abilities to close on business and negotiate contracts.

What does our ideal candidate look like?

- Minimum of 3 years' experience in group room and event sales in a full service hotel
- Sales experience in key market segments – corporate, SMERF, sports, catering
- Attention to detail
- Excellent written and verbal communication skills
- Experience with Hilton systems and Delphi.fdc considered a plus
- Ability to display a high degree of professionalism and integrity
- Must work well in a team environment; skilled multi-tasker; flexible schedule based on business levels

Emerald Hospitality Associates offers:

- Competitive salary
- Health, Dental, and Vision Insurance
- Life insurance and Accidental Death and Dismemberment Insurance
- Critical Illness and Accident Insurance
- Paid Time Off
- Retirement Planning
- Bonus Opportunities

Emerald Hospitality Associates is an Equal Opportunity Employer