



Job Description

Posting Date Jul 23, 2018

Job Category Sales and Marketing

Job Title Business Travel Manager

Location Delta Hotels Dartmouth, [240 Brownlow Avenue, Dartmouth B3B 1X6 Canada](#)

Schedule Full-time

Start Your Journey With Us

Welcome to the new Delta Hotels Dartmouth, located in Burnside business park near Dartmouth Crossing, Mic Mac Mall and downtown Halifax. Our rooms and suites showcase luxury with modern amenities such as free Wi-Fi, spacious showers and comfortable beds. Whether visiting Nova Scotia for business or pleasure, our location is ideal for your next work trip or weekend getaway. Rise and shine to a variety of fresh breakfast offerings and Starbucks® coffee. Visit our expansive fitness centre, pool or yoga studio for your daily workout. Enjoy a chef-prepared meal in the comfort of your room or suite, or visit our modern on-site restaurant. The Pitch & Pivot Social Room serves handcrafted cocktails and locally inspired cuisine in addition to hot and cold grab-and-go items. With over 8,600 square feet of modern event space, our stylish venues are perfect for hosting your next meeting or social event. Expect nothing short of an extraordinary stay at Delta Hotels Dartmouth.

JOB SUMMARY

The position is accountable for proactively soliciting, handling sales opportunities with a focus developing corporate client relationships for individual and group travel. Ensures business is turned over properly and in a timely fashion for proper service delivery. Assists in leading all day-to-day activities related to sales with a focus on building long-term, value-based customer relationships that enable achievement of sales objectives. The role will work closely with the rest of the sales team and directly with the Director of Sales to achieve that targets set by the General Manager and executive leadership

CANDIDATE PROFILE

Education and Experience

- 2-year degree from an accredited university in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 3 years' experience in the sales and marketing or related professional area.

OR

Delta Hotels by Marriott Dartmouth
240 Brownlow Ave
Dartmouth, N.S. B3B 1X6
tel 902.468.8888 fax 902.468.8765
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- 4-year bachelor's degree in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 1-year experience in the sales and marketing or related professional area.

CORE WORK ACTIVITIES

Building Successful Relationships that Generate Sales Opportunities

- Works collaboratively with off-property sales channels to ensure sales efforts are coordinated, complementary and not duplicative.
- Builds and strengthens relationships with existing and new customers to enable future bookings. Activities include sales calls, entertainment, FAM trips, trade shows, etc.
- Develops relationships within community to strengthen and expand customer base for sales opportunities.
- Manages and develops relationships with key internal and external stakeholders.
- Provides accurate, complete and effective turnover to Event Management.

Managing Sales Activities

- Participates in sales calls with members of sales team to acquire new business and/or close on business.
- Executes and supports the operational aspects of business booked (e.g., generating proposal, writing contract, customer correspondence).

Using Knowledge of Market Trends and Target Customer Information to Maximize Revenue

- Identifies new business to achieve personal and location revenue goals.
- Understands the overall market - competitors' strengths and weaknesses, economic trends, supply and demand etc. and knows how to sell against them.
- Closes the best opportunities for the location based on market conditions and location needs.
- Gains understanding of the location's primary target customer and service expectations; serves the customer by understanding their business, business issues and concerns, to offer better business solution.

Providing Exceptional Customer Service

- Supports the company's service and relationship strategy, driving customer loyalty by delivering service excellence throughout each customer experience.
- Services our customers in order to grow share of the account.
- Executes and supports the company's customer service standards.
- Provides excellent customer service consistent with the daily service basics of the company.
- Sets a positive example for guest relations.
- Interacts with guests to obtain feedback on product quality and service levels.

The Delta Hotels Dartmouth's values are shaped by responsible leadership, collaboration, integrity and accountability. Our employees are integral to our success and, because of this, we greatly value

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our team and recognize their contributions and importance. We encourage you to apply for the position if you recognize similar values in yourself.

Resumes and cover letters will be accepted in confidence at humanresources@deltadartmouth.com until August 31, 2018. We appreciate the interest of all individuals who apply, however, only those selected for an interview will be contacted.

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