



INTERNATIONAL SALES MANAGER – DOLCE SITGES

JOB SUMMARY:

The International Sales Manager is responsible for effectively soliciting and becoming familiar with all accounts in his/her market segments. He/she is also responsible for prospecting and closing on assigned accounts/territory to positively impact hotel revenues. He/she is also responsible for month-end reporting and tracking of account production.

MINIMUM EDUCATION:

- High School Diploma.
- Bachelor's Degree preferred.

MINIMUM EXPERIENCE:

- 2 years hotel sales experience.
- Intermediate-advanced level knowledge of Excel and Word required.
- Must be able to effectively communicate in Spanish and English. A third European language would be an advantage.

GENERAL REQUIREMENTS:

- Must be able to effectively communicate both verbally and written with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.
- Must be effective at listening, understanding, and clarifying concerns raised by employees and guests.
- Must be able to multitask and prioritize departmental functions to meet deadlines.
- Approach all encounters with guests and employees in an attentive, friendly, courteous and service-oriented manner.
- Attend all hotel required meetings and trainings.
- Maintain high standards of personal appearance and grooming.
- Comply with Wyndham Hotels & Resorts Standards and regulations to encourage safe and efficient hotel operations.
- Maximize efforts towards productivity, identify problem areas and assist in implementing solutions.
- Must be effective in handling problems, including anticipating, preventing, identifying and solving problems as necessary.
- Must be able to understand and evaluate complex information, data, etc. from various sources to meet appropriate objectives.
- Must be able to maintain confidentiality of information.
- Perform other duties as requested by management.

FUNDAMENTAL REQUIREMENTS:

- Develop a full working knowledge of the operations of the hotel.
- Meet or exceed set goals.
- Prospecting and follow up of leads.
- Monitor production of all top accounts and evaluate trends within your market.

- Meet or exceed sales solicitation call goals as assigned by the Director of Sales.
- Invite clients to the hotel for entertainment, lunches, tours and site inspections.
- Assist in implementing special promotions relating to direct sales segments.
- Assist in the preparation of required reports in a timely manner.
- Be familiar with all Wyndham sales policies and selling techniques with an emphasis on maximizing occupancy.
- Conduct a professional, thorough site inspection of the hotel with clients, exhibiting key features and benefits of the property.
- Use your property's computerized sales management system to manage the hotel's business, including (but not limited to) generating reports and entering sales activities.
- Meet and greet onsite contacts.
- Develop networking opportunities through active participation in Workshops and Trade Fairs.

COMPETENCIES:

- Reliability
- Responsibility
- Trust
- Resolution
- Organization
- People person
- Discretion
- Sales aptitude
- Flexibility
- Positive attitude
- Commitment

CONTACTO

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