



Candlewood Suites INTERNAL JOB POSTING

SALES MANAGER

*Candlewood Suites
Montreal, Quebec*

The Candlewood Suites is the first of its kind in Canada and boasts 142 newly renovated suites, centrally located in downtown Montreal. We're looking for a dynamic professional to fill the position of Sales Manager. The successful candidate will be a highly focused sales and service oriented individual, responsible for securing new sustainable business for the Candlewood Suites through the creation and implementation of sales strategies and hands on outside sales.

BASIC RESPONSIBILITIES:

- ❖ Assist in the development of annual sales goals
- ❖ Meet assigned market segments budgeted sales and profit margin by soliciting, selling and confirming business as required
- ❖ Develop data and recommend programs to meet the need of the client
- ❖ Prepare proposals that are geared to maximize profit
- ❖ Attend trade shows to develop new business and to contact established customers
- ❖ Insure maximum occupancy on a daily basis by performing follow-ups on bookings
- ❖ Develop plans, special sales activities and promotions
- ❖ Conduct market analysis to determine client needs, occupancy potential, and desired rates
- ❖ Determine, communicate, and monitor achievement of standards of performance on a timely basis

SKILLS, ABILITIES & QUALIFICATIONS:

- ❖ Diploma in Hospitality & Tourism preferred
- ❖ **Sales experience with extended stay properties or contract business experience preferred**
- ❖ Knowledge of yield management techniques
- ❖ Previous experience preparing budgets
- ❖ Ability to work under pressure and meet deadlines
- ❖ Detail oriented with exceptional organizational abilities
- ❖ Fluent in both official languages (French and English)

If you are interested in the above position, please submit your resume in complete confidence to:

**Human Resources, Pacrim Hospitality Services Inc.,
30 Damascus Rd, Suite 201
Bedford, Nova Scotia, B4A 0C1
Fax: (902) 457-3277 Email: hr@pacrimhospitality.com**

DEADLINE FOR APPLICATIONS: Monday, September 15th, 2008