



DIRECTOR OF SALES AND MARKETING

Who Will This Job Appeal To?

Check or enter all fields that apply. Fields left blank will not appear in the job listing.

- DOM's who enjoy properties that properly fund and support marketing efforts.
- People who thrive at properties that drive sales.
- Individuals that appreciate well maintained properties.
- People who enjoy managing sales staffs.

Other:

Scope of this Position

Check or enter all fields that apply.

Position will be responsible for supervising/managing/overseeing the following departments: _____

In preparing for this position, candidate ideally will have worked in at least the following departments or positions: _____

Requires a minimum of _____ year(s) of supervisory experience.

Requires a minimum of _____ year(s) of experience.

Approximate full time staff under this position: _____

Approximate part time staff under this position: _____

Departments under this position generate revenues approximating \$ _____

Position is responsible for a budget approximating \$ _____

This position reports to: _____

- Must have experience at properties of similar size and quality.
- Position will be required to work a varied schedule that may include evenings, nights, and week-ends.

Overnight travel for this position: % _____

Other:

Job Requirements

Check or enter all fields that apply. Fields left blank will not appear in the job listing.

- Experience as Chef and in Front of the house.
- Solid progression through F&B ranks.
- Track record building outlet volume and average checks.
- Experience with very busy banquet operations.
- Experience handling banquets to _____
- Experience developing an outside catering operation.
- Experience implementing new F&B concepts.
- Track record developing profitable F&B promotions.
- Must be able to develop creative/innovative menus.
- Current on latest technology applications for front and back of the house.
- Strong experience developing social business.
- Experience developing, costing, pricing, and merchandising menus.
- Establish and maintain proper inventories.
- Build beverage volume.
- Pre-opening experience highly desired.
- Excellent background in wines.
- Experience booking entertainment.
- Quick service hotel restaurant background highly desired.
- Familiar with Deli's and Food Kiosk's.

Leadership Requirements:

- Ability to manage change effectively.
- Ability to conceptualize the mission.
- Provide leadership to position the property to achieve the mission.

Provide leadership to the departments to achieve their goals and objectives.

Communicate the goals and objectives and inspire employees to achieve those goals.

Develop and implement business plan.

Managerial Requirements:

Communications

Clear, concise written and verbal communication skills.

Ability to sell concepts and ideas to management, peers, and employees.

Experience making presentations in front of groups.

Ability to clearly and concisely present technical subjects.

Managing People

Demonstrate team building experience.

Track record promoting an atmosphere of teamwork.

Demonstrate ability to lead by example.

Build morale and spirit.

Participative management style.

Use a "hands-on" approach to management.

Developing People

Solid career progression up through the ranks.

Abilities to inspire, train, and develop people for promotion.

Experience communicating, training, and managing multi-lingual staffs.

A mentor who *has* inspired, trained, and developed people for promotion.

Experience training and cross-training employees.

Instill a guest service attitude in all employees.

Experience training and developing employees with limited education/experience.

Instill a "can-do" attitude in employees.

Coach employees how to resolve and de-escalate conflicts.

Instill a calm, organized approach in all situations.

Business Skills:

Administrative

Strong technical skills.

Excellent time management skills.

Work with limited support.

Strong organizational skills.

Good knowledge of computers.

Excellent knowledge of computers.

Strong customer service orientation and skills.

Excellent listening skills.

Exceptional detail in follow-up.

Strong budgetary, projections, and cost control skills.

Excellent cost control skills

Ability to produce consistent profits.

Solid scheduling experience.

Follow/enforce company policies and procedures.

Resolve problems.

Assume responsibility/accountability.

Excellent safety and sanitation skills.

Understand security requirements.

Thorough understanding of HR requirements and regulatory agency requirements.

Ability to create, develop, and make formal presentations using audio/visual aids.

Knowledge of the following foreign languages, not required, but highly desired:

Strategic

- Create courteous, friendly, professional work environment.
- Provide overall direction, coordination, and ongoing evaluation of operations.
- Creative problem solving skills.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- Think creatively.
- Teach suggestive selling techniques.
- Forecasting skills.
- Solid skills selling and negotiating programs/projects.
- Understand basic asset management.
- Consistently call on new customers and develop new business.
- Involved with local community to develop business.
- Juggle and balance needs of company and owner.

Educational Requirements:

- High School degree or equivalent.
- Technical school or formal technical skills training.
- AA/AS Two year degree.
- BA/BS 4-5 year degree or foreign equivalency.
- MA/MS or MBA degree or foreign equivalency.
- CPA or international equivalent.

Specific degree in:

International Requirements:

- Must have international experience.

Must have experience in the following countries:

Must be a citizen of .

[Empty text box]

Must have proficiency in the following languages:

[Empty text box]

Other Job Requirements:

Compensation

Salary

Range \$ _____ to \$ _____ per year

Is \$ _____ per year

Up to \$ _____ per year

Other

[Empty text box]

Bonuses

Bonus to ____% of salary, payable

- monthly
- quarterly
- semi-annually
- annually
- monthly & annually
- monthly & quarterly
- quarterly & annually
- monthly, quarterly & annually

Signing bonus to \$ _____

Auto

Auto is provided.

Auto allowance of \$ _____ per month

Housing

Housing is provided.

Housing allowance of \$ _____ per month

Relocation Costs

We will pay relocation costs as agreed upon at time of hiring.

We will pay relocation costs up to \$ _____

Benefits

Vacation & Personal Leave

Paid vacation

_____ days after 1st year

_____ days after 2nd year

_____ days after 3rd year

_____ days after 5th year

Personal leave (sick leave) _____ days per year .

Other Benefits

Medical Insurance

Dental Insurance

Disability Insurance

Life Insurance

Vision Insurance

Dry Cleaning/Laundry

Free Parking

Meals

Contributory 401-k

Company Paid 401-k

Educational Assistance

Profit Sharing

Pension Plan

Stock Options

Club Membership

Full Use of Resort Amenities

Company Hotel Travel Discounts

An Equal Opportunity Employer

We provide equal opportunity without regard to race, color, national origin, religion, sex, age, marital status, or disability.

Authorized by

Your Name
[]

Your Title
[]

HOTEL PROPERTY
[]

Date
[]

Signature
[]