

Destination Sales Manager

Uniquely-DC, Destination Services

Gaithersburg, MD 20879

Email: hroffice@uniquely-dc.com

POSITION: Destination Management and Production Company “DMC” Sales Manager

We are seeking a dynamic and experienced sales professional with extensive experience in the Destination Management and Special Events Production Industry for the Washington DC Metro Area. Your position will be focused on maximizing all sales opportunities throughout the hotels and convention centers in Washington DC, Baltimore and Northern Virginia in a strong team oriented environment. As a destination sales manager, you will be the first point of contact to provide timely proposals and superior customer service to new and existing clients and help us continue to offer the most unique experiences in our Nation’s Capitol.

REQUIREMENTS: Bachelor’s degree or equivalent work experience; Minimum of 3 to 5 years of professional sales experience in the Washington DC Metro Area; Ability to master technology quickly; Ability to work independently as well as in a team; Ability to work proficiently and accurately; Ability to work well and adapt quickly in a fast-paced changing environment, with deadline pressures.

Having a very good knowledge of Washington DC monuments, museums, venues etc. is a requirement as we produce events throughout the DMV. Having your own reliable transportation will be very helpful in this position.

QUALIFICATIONS:

Must be very detail oriented

Must be able to prepared detailed and creative proposals – with the assistance of UDC staff.

Possess excellent communication skills and demonstrate a pleasant and professional manner when dealing with all clients

Possess excellent organizational skills

DUTIES:

To sell and service new and existing clients.

To develop new business referrals through relationship building hotel sales, catering and convention service teams and executives.

To participate in local industry networking and business functions.

To create dynamic / professional / profitable proposals.

To work closely with the client through the contract stage prior to turning the program over to operations.

Achieves revenue and net profit goals.

Maintain the ability to work under client driven time pressures as well as rapid changes in business priorities.

Receive, discuss and facilitate customer service and rental requests

You will need good abilities in contract preparation and light accounting

Generate weekly sales reports to Uniquely-DC (UDC) Destination Director

Act as the liaison between the customer & the UDC staff assigned to events
Interact, communicate, establish and maintain effective working relationships with convention bureaus, hotels across the DMV, vendors and the public at large
Work in a front-line position with frequent interruptions and changes
Perform other duties as required or assigned.
Strong phone skills are very important as you will be a primary contact with our clients.

Other Assets: (please note a response in your cover letter)

Strong interpersonal skills needed. Candidate must have a natural ability to interact with a wide variety of personalities.
A commitment to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
Ability to effectively write reports and business correspondence.
Strong presentation skills to effectively communicate information and respond to questions from groups of managers, clients, customers, and the general public.
Ability to understand and sell a client's desired needs with a host of destination products.
Computer Skills: To perform this job effectively and successfully, an individual must have a strong working knowledge of Microsoft Office Suite; Internet software and Customer Relationship Management systems.
Do you have experience with social media?
Are you a good researcher and planner?
Are you a good negotiator with an eye for details?
Do you have a very good knowledge of Washington DC monuments, museums, venues, etc. (we produce events throughout the DMV)?
Are you creative?

Salary: This position pays a base working salary plus a generous commission on sales.

Qualified applicants should forward a cover letter and resume via email to HROffice@uniquely-dc.com (preferred) or mail to:
Uniquely-DC,
Human Resources Office
PO Box 34,
Brookeville, MD 20882

When responding via email please reference – DMC Sales Manager - in the subject line.

Please submit documents in Rich Text (.txt) Word document (.doc) or Adobe Portable Document Format (.pdf).

NO PHONE CALLS PLEASE. Due to the high volume of resumes received, Uniquely DC will not be able to respond to inquiries regarding the status of your resume. If we determine that your skills and experience match the position requirements, we will contact you to discuss the opportunity further.

Uniquely DC is an Equal Opportunity Employer.