



**THE ALLISON**  
INN & SPA

**Job title**

*Sr. Sales Manager - Group*

### **Duties and Responsibilities**

*We are adding to our amazing Sales & Catering team! The Allison Inn & Spa, Oregon Wine Country's award winning luxury resort, has an exciting new job opportunity for a Senior Sales Manager - Group, directly reporting to the Director of Sales.*

### **Job Summary**

This position is responsible for generating new Group business for The Allison and nurturing existing Group customer relationships while ensuring the highest level quality guest experience.

This team leader will work closely with the Director of Sales to develop and implement a strategic sales plan with our talented Sales & Catering team and responsible for ensuring the team is upholding The Allison high standards. Supports The Allison Way principles at all times.

### **Qualifications**

- Minimum of six years of professional hotel sales, catering and conference services management experience.
- Luxury hospitality experiences a plus.
- College Education preferred.
- Hotel operations, banquets, culinary and room reservations background desired.
- Professional membership and local community involvement preferred.

### **Job Skills/Requirements/Qualifications**

- Seeking a dynamic individual that finds hard work rewarding and has a genuine desire to be of service to others.
- A gracious host with excellent guest service skills and enthusiasm for The Allison is of utmost importance.
- Leads Sales and Catering Team in the absence of the Director of Sales
- Generates quality work and upholds high standards.
- Personable, caring, positive attitude and demonstrates clear written and verbal communication skills. Promotes collaboration and positive, professional work environment focused on our guests and team members' needs.
- Upscale food and wine knowledge required.
- Strong meeting and event design understanding a must.
- Detail oriented; ability to set priorities, multi-task and meet deadlines
- Eager to travel and represent The Allison Inn & Spa in community with the highest of standards at all times.
- Must have a good understanding of Group market fluctuations, seasonality and trends.
  
- Able to maintain a positive leadership presence given business and economic changes. Adjust sales plan and strategies as needed.
- Collaborates with Willamette Valley wine region partners and promotes the local area as a tourism destination.
- Coordinate itinerary details and conduct site visits of The Allison and area for potential group customers.
- Professional appearance, friendly demeanor, welcomes change, and enjoys working as part of the team.
- Ability to provide catering and conference services support when needed is a plus.
- Strong computer skills; proficiency with Microsoft Office (Outlook, Word, PowerPoint, Excel) Delphi
- Early morning, evenings and weekend work schedule often needed to exceed guest's expectations.