Inn at Laurel Point

JOB POSTING

Job Title: Sales Assistant

Job Status: Permanent, Full-Time

Start Wage: $55,000 per annum

Summary of Position:

To represent Inn at Laurel Point in all guest interactions as "A refined coastal experience in a waterfront city setting, guided by sincere, friendly service, to create remarkable memories" Reporting to the Director of Sales and Marketing, the successful candidate will work collaboratively within our sales team and be main support to the Sales Department.

Responsibilities:

- Prepare sales proposals, estimates and agreements on behalf of Sales team and ensure this is completed in a timely manner
- Quickly respond to all leads in partnership with Sales Manager and maintain strong relationships with clients
- Accurately enter and maintain Opera database with group bookings, prospected lead lists and record details from client communication
- Prepare contract files, collect deposits, ensure file accuracy, and confirm all details before handing over to the Event Department
- Responsible for assisting with tour, wholesale and business travel market
- Support and act as an ambassador to the Sales Team while they are out of the office
- Perform site inspections when required and assist with FAM visits and client events
- Participate and contribute in Sales meetings
- Manage booking pace and month end reporting
- Manage and order promotional material, including Sales and Events team gifts and giveaways in partnership with Director of Sales & Marketing Manager
- Support Events and Marketing Administration while out of the office or on vacation
- Any other duties deemed necessary to fulfill the role

Qualifications:

- Minimum two years of experience in Sales, Events, or a Reservations and/or Front Office department in hospitality and tourism industry
- Post-secondary education in Hospitality & Tourism Management or related field an asset
- Extensive administrative experience is required
- Excellent written and verbal communication skills is required
- Positive "can do" attitude is required

- Ability to work well independently as well as a member of multiple, integrated teams
- Proven organizational skills with the ability to establish work priorities and remain flexible in working hours
- Confident, well groomed, professional presentation and demeanor
- Passion for guest service
- Excellent time management skills
- Intermediate to advanced computer skills using MS Word, Excel, PowerPoint, Outlook
- Knowledge of Opera Property Management System is an asset
- Must be able to embrace the 4 core values of the Laurel Point Inn: Excellence, Respect, Curiosity and Stewardship

Reports To: Director of Sales & Marketing

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to careers@laurelpoint.com. For more information, please visit our Careers page at www.laurelpoint.com/careers

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount – 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
- Friends & Family hotel discount (so you can show off your amazing workplace)
- Candidate referral bonus - $500
- Industry discounts
- Workshops
- Cross-training opportunities
- Skill and advancement training programs
- Shower and locker facilities

Thank you for considering Inn at Laurel Point as your employer of choice!