



330 Quebec Street
Victoria, B.C., V8V 1W3

Sales Manager

The Huntingdon Manor and property sits on a prominent historical city block in the heart of Victoria's Inner Harbor. The main hotel features 115 non-smoking guest rooms varying in layout and dimensions, corporate rooms, bi-level gallery suites, dorm-style bunk bed lofts, pet-friendly rooms, and a wide range of amenities and services. The Pendray Inn and Tea House is our most prominent heritage building on the property.

As a company, we value the essence of team synergy, as well as individual contributions which serve our customers. We believe that each employee contributes directly to the Company's growth and success. Our promise is to provide comfortable accommodations in a relaxed and inviting setting. We recognize the importance of our employees in achieving this and we will provide a positive working environment which encourages their loyalty, commitment and hard work. We will strive to operate a hotel that is socially and environmentally responsible to our community, and our planet.

The Huntingdon Manor is currently seeking a Sales Manager to join our team

The Huntingdon Manor is pleased to offer its eligible staff: medical and dental benefits, parking upon availability, and complimentary daily lunch.

Please email resumes to: Julia Canton, Director of Sales & Marketing, or, apply in person at 330 Quebec Street, Victoria.

Key Responsibilities:

- Identify new markets and business opportunities and increase sales (corporate, weddings, events, Tour and travel etc)
- Represent HM and PI in various events, trade shows and networking opportunities
- Work with DOS to implement sales action plans related to target goals as outlined in the S&M plan.
- Conducts daily sales calls and organize site inspection trips/FAMs
- Prospecting, acquiring and developing of new business accounts and preparing sales proposals, contracts for clients

- Build and strengthen relationships with new and existing customers
- Attend weekly sales meetings and monthly dpt. meetings
- Takes direction from Director of Sales

Additional Marketing Duties (Events Coordinator Role – Temporarily Halted due to Covid 19)

- Engages and follows up with clients to ensure they had a good experience
- Preparation and distribution of Event Orders for in-house events, tour groups, weddings, cruise tours, corporate events etc.
- Internal liaison between departments for all groups and events
- Maintaining client data profiles and preparing sales proposals/contracts for clients
- Assist DOS in implementing sales & marketing campaigns through a variety of channels

Qualifications:

Proficiency in hotel sales

Self-motivated and results driven

Background in marketing, communications and/or hotel industry preferred

Well groomed, professional presentation and demeanour

Superior interpersonal skills,

Exceptional written and verbal communication skills, exceptional proofreading skills,

Ability to work independently and meet deadlines through excellent planning and organizational skills,

Ability to multitask

Proficiency in Microsoft Office, social media platforms

Work Schedule and Vacation:

- This position requires full-time hours, however, work schedule may vary annually based on time of year.
- You will have 5 days of sick leave per year.
- There will be two (2) weeks of unpaid vacation per year, dates to be approved by Employer.
- You are entitled to three weeks (15 working days) of paid vacation after one year in this position.

Holiday Pay:

- You are entitled to have 4% holiday pay per year, this will be deducted from each of your paycheques.