

Ellis Park

JOB TITLE: Group Sales Manager License –
JOB CODE: EEO -
DEPT. CODE: EXEMPT
SALARY: ORG. CHART – Marketing
OF FTE'S: 1

SUPERVISES: Group Sales Assistants
REPORTS TO:
EDUCATION: College degree in Marketing or related field preferred.
EXPERIENCE: One (1) to five (5) years in related field. Experience planning and selling group events. Experience with B2B Sales. Exceptional attention to detail. Must be proficient with MS Office programs.
SCHEDULE REQUIREMENTS: Required to work flexible hours, including holidays and weekends as needed.

JOB RESPONSIBILITIES:

- Develops and sells group functions including catering and bus groups.
- Develops and sells sponsorship packages.
- Coordinate all follow up on group activities and sponsorship fulfillment.
- Maintain all contract files, including group history, mailing lists and samples of mailers.
- Ensures timely and outstanding execution of plans for groups.
- Coordinates with Marketing Manager on creation of collateral material.
- Ensures thorough communication of plans for groups to all related departments.
- Coordinates with the Food and Beverage department on plans and details for groups.
- Represents Ellis Park at trade shows and through B2B sales.
- Provides outstanding guest service and customer relations
- Promotes campaigns fostering favorable community relations.
- Interfaces daily with personnel from various departments.
- Acts with discretion and maintains confidentiality in handling sensitive information.
- Performs all duties as assigned.

Other:

- Must be able to lift and carry 30 lbs. occasionally.
- Able to stand and walk for up to 6–8 hours.
- Reliable transportation.
- Ability to travel up to 15% of work time (overnight travel is rare but may be required).

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.