



Job Title: Sales Manager
Company: SMG Memphis Cook Convention Center (MCCC)
Department: Sales & Marketing
Reports to: Director, Convention Center Sales/ General Manager

Position Summary

SMG the leader in privately managed public assembly facilities has an immediate opening for Convention Center Sales Manager at the Memphis Cook Convention Center. The Convention Center Sales Manager will be responsible for maintaining and managing a sales territory and customer database. The markets this manager is responsible for are Trade/ Consumer Shows, Education, Sporting Events and others, as assigned. Sales efforts will include telemarketing, direct mail and outside sales calls.

Major Responsibilities

- Respond to all leads within 24 hours.
- Develop proposals in response to new sales leads generated by the sales solicitation on behalf of the MCCC.
- Meet weekly sales call goal for telemarketing and outside sales calls.
- Will be responsible for soliciting different markets as assigned with a focus on consumer/trade shows, sporting events and education business.
- Develop and manage new sales accounts.
- Maintain and service existing MCCC clients.
- Conduct site inspections at the MCCC.
- Research and target companies for solicitation.
- Prepare weekly and monthly productivity reports.
- Other duties as assigned.

Working Conditions

This position requires a flexible schedule that will include some nights and weekends.

Qualifications

- Bachelor's degree (B.A.) from four-year college or university preferred
- Two or more years of sales experience in a convention center, convention and visitors bureau or hotel required
- Excellent organizational, planning and interpersonal skills
- Good oral, written and computer skills
- Proficient in MS Office applications including Outlook, Word, Excel and PowerPoint
- Ability to prioritize multiple projects
- Ability to demonstrate problem solving and communication skills
- Supervisory experience preferred
- Professional presentation, appearance and work ethic



To apply:

This position offers a competitive salary and benefit package. Resumes must include salary requirements and references for consideration and may be sent via email to jobs@memphisconvention.com or mailed to the following address:

Human Resources Manager
Memphis Cook Convention Center
255 North Main Street
Memphis, TN 38103

No Phone Calls Please.

SMG is an Equal Opportunity Employer