

Sales Site Manager

LOCATION:	Rawhide Event Center/Wild Horse Pass Motorsport Park
COMPENSATION:	\$44,380 – \$57,318
HOURS OF WORK:	40 hours per week, full-time
FLSA STATUS:	Exempt
SUPERVISORY:	No
REPORTS TO:	Senior Sales Manager

POSITION SUMMARY:

Develop and effectively solicit new sales prospects and former clientele for facility rentals, catering services, concessionaire services, banquets and sponsorships in accordance with venue business objectives for profitability, sales volume and penetration of targeted market segments.

JOB DUTIES & RESPONSIBILITIES:

- Contacts prospective and current customers to solicit sales of company products and services.
- Manage and oversee large scale events' hospitality needs, concessionaire service and outside vendor relations.
- Receives customer inquiries, and performs follow up procedures to include providing price quotes, new product /service information, and receiving feedback regarding company products and services.
- Follows up promptly with sales leads generated through incoming calls, marketing campaigns and other promotional efforts.
- Travels to customer locations to present company products, services and pricing information in a professional manner.
- Monitors progress of account sales toward finalization of arrangements to enhance possibility of securing return business.
- Applies technical knowledge of company products and services to best meet customer needs.
- Maintains appropriate records for the development of sales forecasts for each customer, utilizing company's CRM software.
- Submits appropriate paperwork to management such as expense reports, lead/call reports, sales tracking, and weekly sales plans in accordance with company procedures.
- Works alongside sales & marketing team members throughout the work week, and during scheduled events to ensure customer satisfaction and successful event execution.
- Understands and supports company sales policies and procedures to provide proper and effective service to all customers, and foster the development of long term business relationships.
- Works with other departments within the organization to assist and resolve customer complaints in a timely manner, notifies management of problems and suggests and implements corrective actions.
- Collects and reports competitive information to management.
- Partners with other departments to achieve shared goals and increase sales.
- Attends training activities and trade shows on behalf of the company to present information regarding company products and services.
- Some travel to customer locations to present company products, services and pricing information in a professional manner.
- Performs other duties, although not outlined, as assigned by management.

KEY QUALIFICATIONS - EDUCATION & WORK EXPERIENCE:

- Three (3) years of demonstrated sales experience.
- Bachelor's degree in business or a related field of study preferred.
- Knowledge of motorsports highly preferred, and/or sales-operational knowledge of public sporting events.
- Must possess a valid AZ driver's license, proved a 39-month violation-free MVR report.
- Must be able to obtain a Tribal operator license driving permit at the time of hire.
- A satisfactory result obtained through a test for illegal drugs is a requirement of employment.
- Must acknowledge and agree to maintain a drug-free work place as a condition of employment.

KNOWLEDGE, SKILLS & ABILITIES:

- Verbal Communication Skills
- Written Communication Skills
- Sales Technique
- Customer Service
- Negotiations
- Sales Planning & Tracking
- Organization
- Time Management
- Handles Rejection Well
- Customer Relations
- Technical Communications
- Math Aptitude
- Professionalism
- Presentation
- Reading Skills
- Teamwork
- Enthusiasm

COMPUTER SKILLS:

Required: Microsoft Suite, Internet Explorer, and Microsoft Outlook.

Preferred: POS systems; and inventory control systems.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must demonstrate the ability to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATH SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret variety of instructions in all formats and deal with both abstract and concrete variables.

WORKING CONDITIONS:

Work is performed both outside and inside; outside work is performed in most kinds of weather with exposure to extreme heat, fumes and direct sunlight. Work is performed primarily in an amusement/event venue setting and motorized race track setting. The noise level in the work environment is usually moderate to very loud. Periodic evening, night, weekend, and holiday work is required. Periodic extended hours and irregular shifts are required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to be outside for an entire shift/extended period of time. This employee will be required to walk; use hands and fingers to handle, or feel; execute repetitive motions of the wrists, hands and fingers; reach with hands and arms; and talk and hear. The employee is regularly required to sit; and climb, balance, bend, stoop, lift, carry, push, kneel, crouch, or crawl. The employee will be required to drive a motor vehicle during the course of their work. The employee must regularly lift and/or move 25 pounds, and occasionally lift and/or move up to 50 pounds.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Questions – Contact:

Human Resources

Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources

5350 North 48th Street, Suite 310

Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Sign: _____ **Date:** _____

Print: _____