

# MeetingRFP – Sales Associate

## BUSINESS OVERVIEW

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MeetingRFP is a leading hospitality sales and marketing resource providing innovative and strategic marketing and sales to its clients. For over a decade, MeetingRFP has provided hotels, resorts and facilities outsourcing solutions founded with the primary purpose of providing cost efficient market research data, sales efficiency, as well as lead generation and communication programs with an emphasis on group business. MeetingRFP also provides hotels, resorts and facilities with group-specific, high-touch sales and marketing. MeetingRFP additionally provides meeting professionals with hotel searches and booking management.

## JOB DESCRIPTION

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Our focus is to offer multiple business services and deliver these with the utmost enthusiasm and vigor. We believe that it takes more than telephones and technology to deliver a successful, cost-effective service. It requires enthusiastic, hospitality experienced team members, leadership and a commitment to results.

Perfect for self-motivated results driven individuals that like:

- 1099 Independent Contractor Status
- Working from home or office in a fast paced environment
- Being part of a successful and professional team
- Developing strong relationships
- Growth Opportunity
- Flexibility in Working 10 to 40 hours' weekly

### **Key Responsibilities:**

- Identify and Solicit Group Convention and Tradeshow business
- Warm & Cold Call and research potential leads
- Generate weekly progress reports including call logs, lead generation and sales reporting
- Follow up on leads from marketing campaigns with emails and calls to potential leads

### **Requirements/Qualifications: HOSPITALITY EXPERIENCE REQUIRED**

- Bachelor's Degree preferred or 5 years' progressive sales experience
- Self-motivated
- Proven success with customer service skills in the hotel/resort industry
- Understanding of the hospitality and meeting business along with tradeshow knowledge
- Efficiency in Microsoft Office Suite especially Excel
- Excellent organization, time management and communication skills
- Experience with Delphi/Daylight/Fidelio Sales Management software preferred but not required
- Professional demeanor with an entrepreneurial spirit

### **Compensation:**

- Compensation Package varies based on hours & experience. Estimated \$1,000-\$1,800 per month
- Additional Unlimited Bonus Potential based on Booked Business
- Does not include employee benefits (IE healthcare, 401K etc)