



<b>Position</b>	<b>Hospitality &amp; Events Sales Manager</b>
<b>Facility Name</b>	<b>Lynnwood Convention Center</b>
<b>Location</b>	<b>Lynnwood, WA</b>

**POSITION:** Hospitality & Events Sales Manager  
**DEPARTMENT:** Sales & Events  
**REPORTS TO:** Director of Sales & Events  
**FLSA STATUS:** Exempt Salaried Employee

\*Free Parking

\*Paid Sick Leave

\*401K Participation

\*Flexible Shifts

## Summary

The Sales Manager sells and promotes the use of the convention center through proactive and effective outbound sales efforts and networking; maintains and modifies facility booking schedules.

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented folks who model these values in their work behavior, decision making, personal contributions, and guest interactions.

### Essential Duties and Responsibilities: (including, but not limited to the following...)

- Proactively seek out new business in assigned market segments; initiate contact with prospects; prepare proposals for prospects that reflect a win-win arrangement; follow up and close business.
- Represent the convention center to all potential clients; conduct facility tours; answer questions and provide information regarding facility services; assist clients in finalizing booking arrangements.
- Screen client inquiries and follow up on all leads.
- Enter and maintain booking information into computer system.
- Prepare event contracts; prepare correspondence to clients.
- May participate in the development of marketing materials.
- Provide assistance and staff support to the Director of Sales & Events.
- Serve as a liaison with industry representatives, the general public and other convention center departments and divisions.
- Attend Industry events.
- Perform related duties and responsibilities as required.

### Supervisory Responsibilities:

- None

### Qualifications:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Minimum 2 years sales related experience required.
- Previous experience in a hotel, convention center or other event or hospitality related entity preferred.
- Bachelor's degree from an accredited 4-year college or university in Marketing, Journalism, Public Relations or related field preferred
- Additional experience may be substituted for education.

**Skills and Abilities:**

- Excellent communication, organizational and interpersonal skills required
- Ability to prioritize multiple projects
- High aptitude for figures and advanced writing skills
- Professional presentation, appearance and work ethic

**Computer Skills:**

- To perform this job successfully, an individual should have general knowledge of computers including Microsoft Office or equivalent applications (Word, Excel);
- Ability to use or learn various event booking and management software programs

**Certificates, Licenses, Registrations:**

- No certifications are required
- Washington state driver's license
- CMP preferred

**Other Qualifications:**

- Ability to work irregular hours in addition to normal business hours as needed
- Extensive travel via auto within the Puget Sound for sales calls
- Some long distance travel as needed

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**Click the Link to Apply:**

<https://recruiting.adp.com/srcar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000577005806#/>

Applicants that need reasonable accommodations to complete the application process may contact  
Lynnwood Convention Center  
Lynnwood, WA  
[HR@lynnwoodcc.com](mailto:HR@lynnwoodcc.com)

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.