JOB DESCRIPTION
Coordinator Hotel Sales

Definition of Class
This is a professional position in which the incumbent develops, coordinates, and implements marketing programs to promote the sale of facilities and services of The Inn at Ole Miss and conference center. Incumbent reports to the Manager, The Inn at Ole Miss.

Examples of Work Performed
Generates interest in, support of, and recognition of facilities and services.

Promotes and sells facilities and services through direct customer contacts.

Identifies prospective customers and compiles information on facilities and services for formal presentation.

Travels as needed and/or required to achieve goals.

Schedules sales calls and submits reports of activities.

Develops relationships in order to acquire new accounts and maintains relationships with current clients.

Serves as liaison to external organizations and groups in regard to the reservation of facilities. Reserves room and meeting space, generates contract and enters banquet event orders.

Cultivates revenue through solicitation and reservation of internal and external groups.

Negotiates contracts with outside agencies ensuring compliance with University procedures and regulations.

Prepares reports and analyses ensuring progress, adverse trends, recommendations, and conclusions.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Promotes and sells facilities and services.

2. Serves as liaison to clients in regard to reservation of facilities and/or services.

3. Prepares reports and analyses.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Marketing, Public Relations or a related field.

AND

**Experience:**
One (1) year of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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